Basic Operational Guide for Media Equipment

Start-up Procedures

1. Press the **Projector ON** button on the **Switcher/Equipment Selector** to turn on the video projector.

2. Select the type of media equipment (source) you want to show through the video projector. The following media are available in this classroom:

   - **DVD/VCR Combo Player**
   - **PC Computer**

   External devices such as laptop computers and other equipment may be connected through the **VGA Cable** or **Auxiliary Inputs**.

3. Turn on the equipment and follow the instructions provided at right.

Close-down Procedures

1. Press and hold the **Projector OFF** button on the **Switcher/Equipment Selector** until the light blinks green (2 seconds) to turn off the video projector.

2. Shut down the computer and turn off the media equipment.

**IMPORTANT NOTICE**

It is important to turn-off the video projector. Failure to turn-off the projector (regardless if a light is being projected) will cause the lamps to burn out. Due to budgetary constraints, replacement and repair of equipment may not be available.

The media equipment in this classroom has been provided by the **Center for Instructional Support**. Call 956-8075 for any questions, problems, or concerns. Visit our website at: [http://www.cis.hawaii.edu](http://www.cis.hawaii.edu).

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**Switcher/Equipment Selector**

1. Press **ON** button to turn on video projector
   (Press the **OFF** button until light blinks to turn off video projector)

2. Select equipment

3. Adjust volume

**Input 2**

**DVD/VCR Combo Player**

1. Press **Power button** to turn on Combo Player

2. Select **DVD** or **VCR** as your media

3. Press button to open DVD tray/eject VHS tape

4. Insert DVD or VHS video cassette and gently push forward

5. Press **Play button** to start DVD/VHS tape

6. Press **Stop button** to end DVD/VHS tape

**Input 4**

**VGA Cable**

(to attach external laptop computers to the projection system)

1. Attach VGA cable before turning on laptop computer.

2. If no display occurs, hold down the "Fn" or function key with the monitor icon or the function key with the designation "LCD/CRT" to enable projector display. Function key will vary depending on laptop brand.

**Input 5**

**PC Computer**

1. Press **Power button** to turn on PC Computer

**Auxiliary Inputs**

(to connect other external devices to the projection system)

1. **PC USB Input**

2. **Ethernet**

**Auto Sync**

(for use when computer image is not correctly projected)

Press the **AUTO SYNC** button to correctly resize and center image.