# 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 projector. The following media are available in this classroom:
   - Blu-ray DVD/VHS Combo Player (Input 2)
   - Macintosh/PC Computer (Input 5)
   - Document Camera (Input 8)

   External devices such as laptop computers and other video/audio equipment may be connected through:
   - VGA Cable (Input 4)
   - Auxiliary Panel (Input 7)
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. Turn off the media equipment.
3. Lock equipment cabinet.

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**IMPORTANT NOTICE**

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

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## Input 2
**Blu-ray DVD/VHS Combo Player**

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

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## Input 5
**Macintosh/PC Computer**

- DVD-RW drive
- Firewire 400
- Firewire 800

Computer is configured to start in Windows Vista. Users who prefer to use Mac OSX, hold down the “Option” key until disk icons appear on screen. Select the startup disk with the operating system you want to use and click arrow below the icon.

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## Input 7
**Auxiliary Inputs**

(located on counter)

- Composite Video
- RCA Audio

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## Input 8
**Document Camera**

(located on counter)

1. Press Power button to turn on Desktop Visual Presenter
2. Turn on Lamp
3. Adjust Zoom
4. Adjust Focus

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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)