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:
   - **VHS Video Player** (Input 2)
   - **DVD Player** (Input 3)
   - **Macintosh/PC Computer** (Input 5)
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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### Basic Operational Guide for Media Equipment

#### Switcher/Equipment Selector

<table>
<thead>
<tr>
<th>Button/Selector</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO SYNC</td>
<td>Press to correctly resize and center image</td>
</tr>
<tr>
<td>ON</td>
<td>Press ON button to turn on video projector (Press the OFF button until light blinks to turn off video projector)</td>
</tr>
<tr>
<td>OFF</td>
<td>Press the OFF button to turn off video projector</td>
</tr>
</tbody>
</table>

#### Input 2
**VHS Video Player**

1. Press **Power** button to turn on VHS Video Player
2. Insert VHS video cassette and gently push forward
3. Press **Play** button to start video
4. Press **Stop** button to end video
5. Press **Eject** button to remove video cassette

#### Input 3
**DVD Player**

1. Press **Power** button to turn on DVD Player
2. Press **Eject** button to open and close DVD tray
3. Insert/remove DVD disk in tray when open

#### Input 4
**VGA Cable w/Audio**
(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** key and press the function key with the monitor icon or the function key with the LCD flat panel display icon, then press **Enter** on the keyboard.
3. Recommended laptop display settings: 1280x1024 @ 85Hz

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

1. Press **Power** button to turn on Computer
2. USB inputs:
   - Firewire 400
   - Firewire 800
3. To open DVD tray, press this key located on the upper right corner of the keyboard

#### Input 7
**Auxiliary Panel**
(to attach other external sources to the projection system)

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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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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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