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)
   - DVD Player (Region Free) (Input 3)
   - 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.

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

Input 2
Blu-ray DVD/VHS Combo Player
1. Press Power button to turn on Combo Player
2. Press Eject button to open Blu-ray DVD tray/eject VHS tape
3. Insert Blu-ray DVD or VHS video cassette and gently push forward
4. Press Play button to start DVD/VHS tape
5. Press Stop button to end DVD/VHS tape

Input 3
DVD Player (Region Free)
1. Press Power button to turn on DVD Player
2. Select equipment
3. Insert/remove DVD disk in tray when open
4. Press Play button to start DVD
5. Press Stop button to end DVD

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 “Fn” key and press the function key with the label “LCD/CRT” to enable projector display. Function key will vary depending on laptop brand.
3. Recommended laptop display settings: 1280x1024 @ 85Hz
   - Note: Internet access requires UH login and password.

Input 5
Macintosh/PC Computer
1. Press Power button to turn on Computer
2. Open and close DVD tray
3. Insert/remove DVD disk

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

Input 8
Document Camera — located on counter
1. Press Power button to turn on Desktop Visual Presenter
2. Turn on Lamp
3. Adjust Zoom

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