**IMPORTANT NOTICE**

It is important to turn off the video projector at the end of class. Failure to turn off the projector will cause the lamps to burn out. Due to budgetary constraints, replacement and repair of equipment may not be available.

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**Basic Operational Guide for Media Equipment**

**Start-up Procedures**

1. Press the **Display 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:
   - Laptop (VGA connection)
   - Blu-ray/DVD Player
   - VHS Player

*Wired internet access is available through the **Ethernet** jack on the **Auxiliary Panel**.

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

**Close-down Procedures**

1. Press and hold the **Display OFF** button on the **Switcher/Equipment Selector** until you hear a "beep."
2. Turn off the media equipment.

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**Switcher/Equipment Selector**

1. Press **ON** button to turn on VIDEO PROJECTOR
2. Select **EQUIPMENT** Input
3. Adjust **VOLUME**
4. Use buttons to control **COMBO PLAYER**
5. Press **OFF** button until you hear a “beep” to turn off VIDEO PROJECTOR

**Laptop (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 monitor icon or the function key with the designation LCD/CRT to enable projector display. Function key will vary depending on laptop brand.
3. Recommended laptop display settings: 1280x800 @ 75Hz

Note: Internet access requires UH login and password.

**Blu-ray DVD/VHS Combo Player**

1. Press **Power** button to turn on Combo Player
2. Press **Open/Close** button to open and close Blu-ray/DVD tray or Press **Stop/Eject** button to eject VHS tape
3. Use Blu-ray-DVD/VHS controls on **Switcher/Equipment Selector (left)**
4. Press **SD Card slot**

**Auxiliary Panel**

(to attach other external sources to the projection system)

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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**.