**Basic Operational Guide for Media Equipment**

### Switcher/Equipment Selectors

1. Press ON button to turn on video projector.
2. Press AUTO SYNC button to correctly resize and center image.
3. Adjust volume.

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

1. Press Power button to turn on Combo Player.
2. Insert Blu-ray DVD or VHS video cassette and gently push forward.
3. Press Play button to start DVD/VHS tape.

### 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 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.
2. Select equipment.
3. Adjust volume.

### Input 7
**Auxiliary Panel**

(to attach other external sources to the projection system)

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

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**Start-up Procedures**

1. For each screen, 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:
   - **Blu-ray DVD/VHS Combo Player** (Input 2)
   - **PC Computer** (Input 5)
   - **Document Camera** (Input 8)
3. Turn on the equipment and follow the instructions provided at right.

**Close-down Procedures**

1. For each screen, 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.