**Basic Operational Guide for Media Equipment**

### 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 1 Cable TV Tuner

1. Press **Power** button to turn on Cable TV Tuner
2. Select channel by pressing the **–** and **+** buttons

### 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
4. Press **Play** button to start DVD
5. Press **Stop** button to end DVD

### Input 4 VGA Cable w/Audio

- **VGA Cable** (Input 4)
- **Auxiliary Panel** (Input 7)

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 of 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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**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:
   - **Cable TV** (Input 1)
   - **VHS Video Player** (Input 2)
   - **DVD Player** (Input 3)
   - **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.

**Note:** Internet access requires UH login and password.