Basic Operational Guide for Media Equipment

Start-up Procedures

1. Press the **ON/OFF** button on the **Switcher/Equipment Selector** to turn on the video projector. The projector shuts off automatically after 15 minutes if no image is being projected.

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**
   - **VHS Video Player**
   - **DVD Player**
   - **PC Computer**

   External devices such as laptop computers and other video/audio equipment may be connected through the **VGA Cable** or **Auxiliary Inputs**.

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

Close-down Procedures

1. Press the **ON/OFF** button on the **Switcher/Equipment Selector** 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.

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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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