EDUCATION CONFERENCE ROOM

A/V INSTRUCTIONS

A/V EQUIPMENT: OVERVIEW

DO NOT SHUT DOWN ROOM PC AND DO NOT UNPLUG ANY CABLES.

WHEN FINISHED USING A/V EQUIPMENT:

PLEASE TURN OFF ALL USED A/V EQUIPMENT,
PUT ALL REMOTES BACK INTO THE DESK DRAWERS,
AND LOCK THE A/V AND COMPUTER CABINETS.
OPERATING THE LCD PROJECTOR

- To turn on the LCD projector, use the remote labeled “PROJECTOR”, found in the Instructor’s Desk.

- Aim the remote at the LCD projector and press the “POWER ON” button.

- To change the projector’s INPUT SOURCE, aim the remote at the projector again and press the corresponding source number in the Source Selection area of the remote (see below).

- To temporarily display a blank image on the projector screen, point the remote at the projector and press the “MUTE ON” button. This is useful when you want the projector image to go black for a period of time and then quickly display the original image again, which is done by pressing the “MUTE OFF” button.

- To turn off the projector, aim the remote at the projector and press the “POWER OFF” button two times.
ACTIVATING/DISPaying INPUT DEVICE

(1) **CLASSROOM PC**

- After selecting the PC input *(source #1 via the projector remote)*, wiggle the computer’s mouse and the computer’s image should be displayed on the projector screen as well as the computer’s monitor; if no image is displayed on the monitor, turn the monitor off and on again by pressing the **MONITOR POWER BUTTON** (Ø).
- If no image appears on either screen, press the **PC POWER BUTTON** (Ø) to turn the computer on. The PC is located just below the monitor.

(2) **DVD PLAYER**

- Switch to *source #2* (via projector remote).
- To turn on the DVD player, press the **POWER BUTTON** (Ø) located on the front of the DVD player, which is in the cabinet next to the room entrance.
- **CONTROLS** for DVD player:
  - Play / Pause, Stop,
  - Rewind (hold button down) / Fast Forward (hold button down),
  - Skip Backward / Skip Forward, Eject Disc

(3) **VCR**

- Switch to *source #3* (via projector remote).
- To turn on the VCR, press the **POWER BUTTON** (Ø), located on the front of the VCR, which is in the cabinet next to the room entrance.
- **CONTROLS** for VCR:
  - Play, Stop, Eject Tape
  - Rewind / Fast Forward
(4) **DOCUMENT CAMERA**

- To turn on the Doc-Cam, flip the **ON/OFF switch**, located at the back-right corner of the Doc-Cam’s base (a green light should appear on the top of the base).
- Switch to **source #4** using the **projector remote**.
- Buttons for **Visual Adjustments**.

(5) **LAPTOP**

Currently, this room does not allow for a personal computer to be displayed on the projector screen, however, this feature will be available soon.