To access the audio/video equipment in this classroom, you need to rent a MK500 key from the Instructional Media Center in Daniels Hall, room 111.

**A/V EQUIPMENT: OVERVIEW**

- MONITOR
- TV (FOR VCR)
- KEYBOARD
- DVD PLAYER
- ROOM PC
- VCR

**WHEN YOU ARE FINISHED WITH THIS ROOM:**

PLEASE TURN OFF ALL USED A/V EQUIPMENT.

DO NOT SHUT DOWN ROOM PC AND DO NOT UNPLUG ANY CABLES.
OPERATING THE LCD PROJECTOR

➢ To turn on the LCD projector, press the button labeled “ON”.

➢ To change the projector’s INPUT SOURCE, press the button labeled “INPUT” until the projector displays the desired input device’s image on the screen.

➢ To temporarily display a blank image on the projector screen, press the button labeled “BLACK SCREEN”. 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 “BLACK SCREEN” button again.

➢ To turn off the projector, press the “OFF” button **two times**.

ACTIVATING/DISPLAYING INPUT DEVICES

(1) **ROOM PC**

- After selecting the PC input, 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** (◉). If no image appears on either screen, press the **PC POWER BUTTON** (◉) to turn the computer on. The PC is located on the computer cart, below the monitor.
(2) **DVD PLAYER**

- To turn on the DVD Player, press the **POWER BUTTON**.

- **CONTROLS** for DVD player:
  - Play, Pause, Stop,
  - Rewind (hold button down),
  - Fast Forward (hold button),
  - Skip Backward,
  - Skip Forward, Eject Disc

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(3) **VCR**

- Turn on the TV which is located on the cart in the corner of the room.

- To turn on the VCR, press the **POWER BUTTON (●)**, located on the front of the VCR, which is on the shelf below the TV.

- **CONTROLS** for VCR:
  - Play, Stop, Eject Tape
  - Rewind (turn dial counterclockwise)
  - Fast Forward (turn dial clockwise)