To access the audio/video cart located in SC022, you need to borrow the A/V Closet key from the Instructional Media Center in Daniels Hall, room 111.

A/V EQUIPMENT: OVERVIEW

When you finish using this cart:

Please turn off all A/V equipment, unplug the cart’s power and put the cart back into the A/V closet.

Do not unplug any cable, besides the cart power cord.
Before the PC can be used, the cart power cord (see OVERVIEW section of instructions) must be plugged in. To turn the computer on, use the PC POWER BUTTON (\(\bigcirc\)).

**USING THE CART’S AUDIO:**

**OPERATING THE LCD PROJECTOR**

- To turn on the projector, press the POWER button (\(\bigcirc\)).
- To display the INPUT SOURCE: Turn on the cart’s computer and press the Source Search button (see above). Computer 1 should be highlighted on the A/V list that appears on the projection screen; if not, press Source Search again until the computer’s image appears on the screen.
- To temporarily display a blank image on the projector screen, slide the white panel at the top left of the projector towards “A/V MUTE”. 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 sliding the white panel back toward the word “Open”.
- To turn off the projector, use the POWER (\(\bigcirc\)) button again, and press it **TWO TIMES**.