EQUIPMENT CABINET POWER

Please make sure the “POWER” switch on the “Equipment Cabinet” is turned on, it is located by the lower left section of the cable bay. This is confirmed by a “Green” or “Yellow” glowing indicator light at the upper right section of the cable bay.

DATA / VIDEO PROJECTOR

To turn on the projector open the “MIRROR DOOR” black metal plate located on the top front Left side of the equipment cabinet. Push the “POWER” button top “Left” corner of the Projector. The projector will start to warm up, this takes about 30 seconds and is ready to use when the “blue image” is seen on the projection screen. Adjust the “Mirror” so image is properly positioned on Screen.

To select the projector input signals use the “INPUT BUTTON” top “Right” corner of the Projector. For the laptop display setting push the input button until the “RGB 1” setting is displayed. For the VCR display push the input button until the “VIDEO” setting is displayed. If the setting shows “S-VIDEO” push the input button until the “VIDEO” setting is displayed.

To turn off the projector push the “POWER” button top right corner of the projector “TWICE”. Please look to verify the projector has turned “OFF”.

LAPTOP CONNECTION

The laptop must be OFF, and the projector must be set to “RGB 1”.

Gently pull the computer projection cable from the equipment cabinet cable bay with the projection symbol under it and connect it to the “Monitor” output port of the laptop.

Turn on the laptop, as the laptop boots up watch to see that the Green Light turns Yellow to indicate a signal is coming from the laptop, an image should appear. It maybe necessary to toggle the “FN” key and which ever “F” key needed to turn on the monitor output port of the laptop OR manually enter the video card settings of the laptop and make the necessary adjustments, OR push the signal path button in between the Green & Yellow lights so it indicates Yellow. If the image is not the right size or is distorted, an adjustment to the laptop resolution or refresh rates maybe needed.

When finished disconnect the computer cable from the laptop and let it recoil back into the equipment cabinet cable bay.

Please make sure the projector is turned “OFF” and the equipment cabinet is “CLOSED” & “LOCKED”.
VCR OPERATION

The VCR is located in the back cupboard of the equipment cabinet. To access the VCR please call Classroom Audio Visual Services Ext 22764 for the “Combination”.

Before entering the combination turn the silver knob above the buttons to the “LEFT” to clear any unwanted numbers. Then enter the combination and turn the silver knob to the “RIGHT” gently pulling on the knob to open the door.

To turn on the VCR push the “POWER” button top left side of the VCR, and insert the video cassette. The video tape function buttons (play, rew, f.f.) are located to the right side of the VCR in a round disc area. The stop & eject buttons are located at the bottom right side of the VCR. The projector must be set to “VIDEO”.

If the video tape is commercially made it will begin to play right away, if this is not desired push the “STOP” button. Push the “PLAY” button when you are ready to start.

To adjust the “VOLUME” use the BLACK KNOB located on the table top of the equipment cabinet just below the “Green/Yellow” power indicators. Adjust the level of sound needed through the equipment cabinet’s P.A. System.

To Eject the video tape push the “EJECT” button located in the bottom right corner of the VCR.

POWER OFF & LOCK UP

Make sure the "POWER" is turned "OFF" to "ALL EQUIPMENT", place all "CABLES", "REMTES", & "ACCESSORIES" back inside the equipment cabinet. The equipment cabinet door must be "CLOSED & LOCKED" with the combination lock in place, making sure the combination has been "SCRAMBLED".

PLEASE, DO NOT PLACE DRINKS OR FOOD ON THE EQUIPMENT CABINET !!!

Classroom Audio Visual Services
Weekdays 8:00 am to 4:30 pm / Ext. 22764 (for bookings or trouble calls)