A N BOURNS BUILDING 136
ABB 136

COMBINATION LOCK

Dial in the combination provided by Audio Visual. Then push the entire lock in towards the equipment cabinet and then gently pull the lock outwards. The lock should now be opened. Please SCRAMBLE the combination right away, this prevents unwanted users from obtaining the combination and prepares the lock for CLOSING when you are finished.

DATA / VIDEO PROJECTOR

To turn on the projector use the remote control located in the remote holder on the center right inside of the equipment cabinet door.
Aim the remote control at the projector hanging from the ceiling. Push the “POWER” button top right corner of remote, green colour. The projector takes about 30 seconds to warm up and is ready to use when there is a plain Blue Screen.

To select the projector input signals use the remote control pointed at the projector. For the laptop VCR displays push the “Input” button second row right side of the remote until the desired signal appears on the screen.

To turn off Projector use the remote control pointed at the projector and push the “POWER” button TWICE.

LAPTOP CONNECTION

The laptop must be OFF, and the projector must be set to computer display input mode.

Remove the computer cable from inside bottom of the equipment cabinet and connect it to the "Monitor" output port of the laptop.

Turn on the laptop, an image should appear. If necessary toggle the "fn" key and which ever "F" key needed to turn on the monitor output port. If the image is not the right size or is distorted, an adjustment to the laptop resolution maybe needed.

When finished disconnect the computer cable from the laptop and neatly coil the cable back into the equipment cabinet and place the remote control back in the remote holder.

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

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

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.

The Volume is controlled through the P.A. System which is located in the equipment cabinet above the VCR. The volume is adjusted from “INPUT #5”. All other controls are preset and glued in place.

To Eject the video tape push the “EJECT” button located in the bottom left 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”.

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