

# Instructions for Room 109

*\*AFTER USE\**

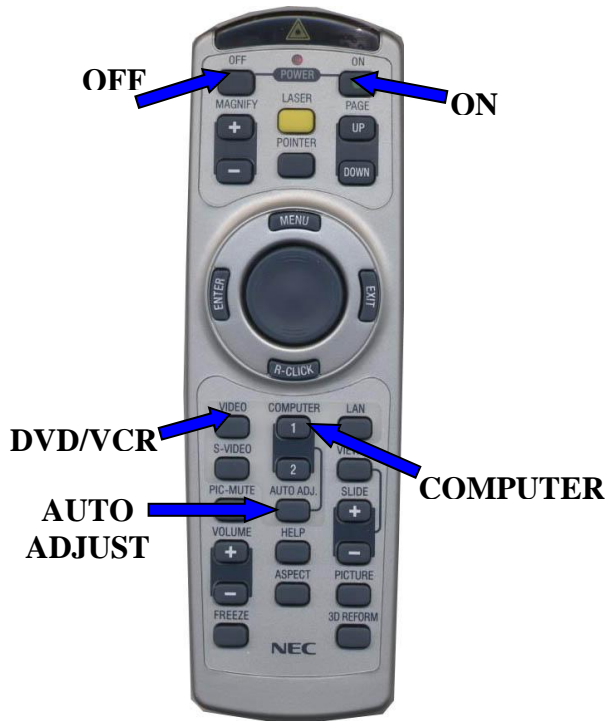
\* **TURN OFF** the Projector

\* **TURN OFF** the computer monitor when finished

\* **LOCK** the cabinet, **WITH THE REMOTES BACK INSIDE**, when done

\* If you are having any problems, call the Help Desk at x4429

## Projector Instructions:



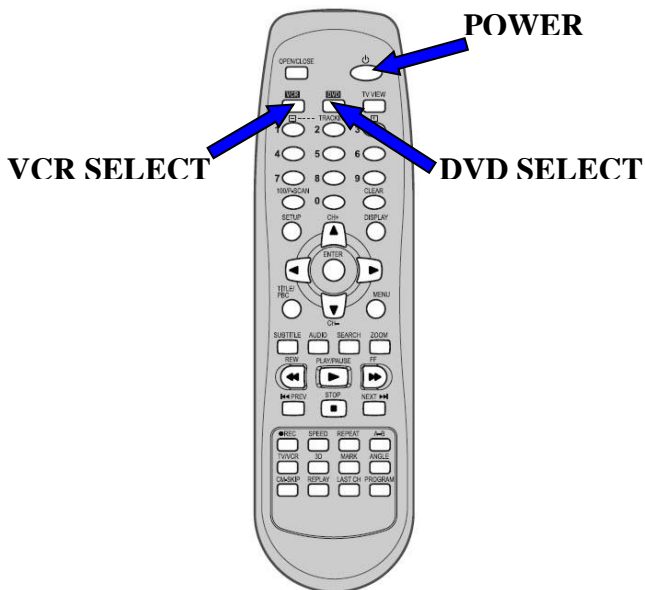
To turn on the projector, point the remote at the projector (may need to adjust your position), press and hold the **ON** button for about 3 seconds, and in 30 seconds or so you should have a picture.

If you wish to change the source (i.e. the computer is showing and you would like to watch a video) press the **VIDEO** button for the DVD/VCR or press the **Computer 1** button to get back to the computer.

*\*If the projected image does not look right, try pressing the **Auto Adjust** button on the remote.*

To turn off the projector, point the remote at the projector, press the **OFF** button. A message will appear on the screen saying “Power Off. Are you sure?” Hit the **OFF** button again to select “YES” and the projector will shut itself down.

## Video (DVD/VHS) Instructions:



Here is what the DVD/VCR player looks like:



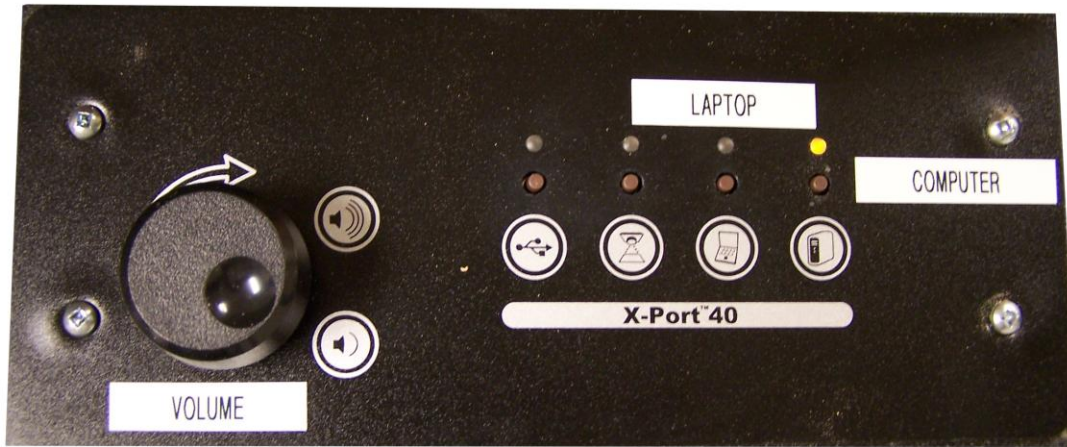
First turn on the DVD/VCR player – either by using the **POWER** button on the remote, or by pressing power on the actual player.

Next you will need to change the projector source to Video by hitting the **VIDEO** button on the projector remote.

(By pointing the remote at the DVD/VCR player)

To control a DVD you need to hit the **DVD** button on the remote; to control a VHS you need to hit the **VCR** button. The control panel on the actual player will tell you which mode you are in (DVD or VCR). There is also a button on the actual player labelled **SELECT** which will toggle between DVD and VCR mode.

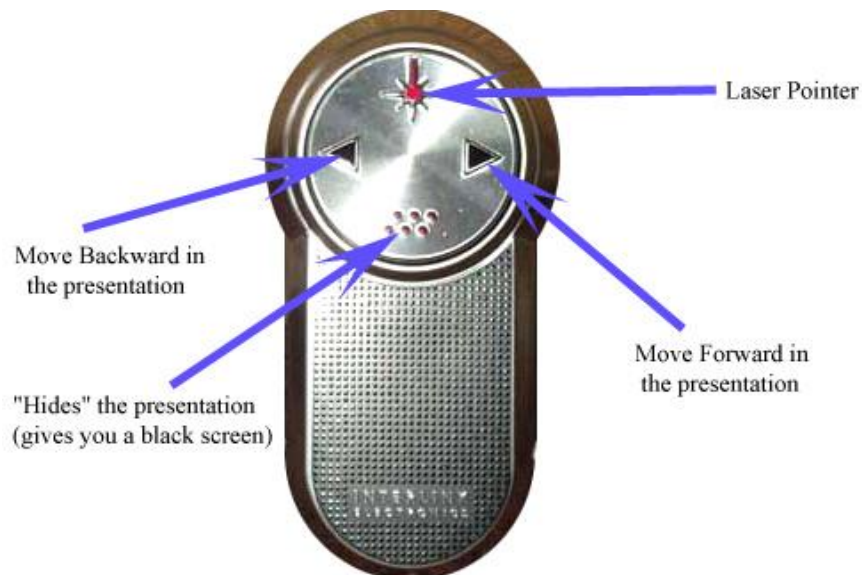
## Input Select and Volume Control:



The panel shown above is on the top of the cabinet. If you are using the internal computer, please ensure that the light above the computer select button is either on or flashing. If you connect a laptop to the connections available on the desktop, and are using that for your presentation, please ensure that the light above the laptop select button is either on or flashing. If this is not the case, please press the small orange button relevant to your situation. All volumes are controlled via the large knob on the panel. The computer volume can be controlled independently via the computer desktop.

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## Presentation Remote:



This remote is very simple to use. Once you open up Power Point file and start your presentation, you can grab this remote, walk around, and still be in control of your presentation (making sure you are pointing the remote to the projector). There are four buttons to be aware of (as they are labelled in the above picture). The top one is a laser pointer, the two arrows move your presentation forwards or backwards, and the bottom button will “hide” your presentation by putting up a black screen.