Activating the Control System
Locate the white panel to the right of the monitor. It is the control system for the projection system. Press the **Power On** button in the upper left corner to turn it on.

Lower the screen by flipping the white switch to the right of the podium downwards.

Miscellaneous Notes
The **BLANK** button will keep audio running while turning off the video projector. If you have problems with the image, press **Auto Image**. If the screen looks weirdly shaped and **Auto Image** does not help, press the **Aspect** button as necessary.

The layout of the white control panel is as follows:

<table>
<thead>
<tr>
<th>POWER ON</th>
<th>POWER OFF</th>
<th>Blank</th>
<th>Auto Image</th>
<th>Aspect</th>
<th>Volume Knob</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>DVD</td>
<td>VCR</td>
<td>AUX</td>
<td>PC</td>
<td></td>
</tr>
<tr>
<td>Rewind</td>
<td>Stop</td>
<td>Play</td>
<td>Fast Forward</td>
<td>MENU</td>
<td>Directional Pad</td>
</tr>
</tbody>
</table>

Using the Projection System

Using a Laptop
- Press the **Laptop** button, beneath **Power On**.
- Locate the black VGA and audio cables and insert them into your laptop’s corresponding VGA and headphone ports. *Note: if you have a Macintosh laptop, you may need an adapter for the VGA cable.*

Using the Classroom PC
- Open the cabinet and ascertain that the button above the Dell logo on the desktop is green/on.
- Press the **PC** button from the second row of the white panel.
- If the computer is locked, use the following information to log in to it: *Note that there are two zeroes after the ‘r’ in the password below.*

| User name: |
| Password: |

- Use the computer as desired, and lock the computer when you are done.
  - From the **Start Menu**, click the right-facing arrow next to **Shut Down** and select **Lock**.

Playing a VHS Tape
- Press the **VCR** button from the first row of buttons on the white panel, all the way to the right.
- Open the cabinet below you and insert your VHS tape into the **Samsung DVD/VCR** player in the rack. Press the button to the **right** of the VHS slot to eject the VHS tape.
- Use the buttons on the last row of the white panel to control your video. A schema is provided below.

| Rewind | Stop | Play (or Pause) | Fast Forward |

Playing a DVD
- Press the **DVD** button from the first row of buttons on the white panel, to the left of **VCR**.
- In the **Samsung DVD/VCR** player in the cabinet, press the button to the **right** of the DVD slot.
- After inserting your DVD onto the tray, press the **same** button to close the DVD tray.
- Press the controls on the bottom row of the white panel—and the directional pad below the volume knob—as necessary: *(The directional pad allows you to navigate menus using the arrow buttons, and select options using the middle button.)*
  - **REWIND** and **FAST FORWARD** will skip chapters, respectively. To fast-forward or rewind within a chapter, **hold** one of these buttons.
  - **MENU** returns you to the DVD home menu.
Using an Auxiliary Source
- Press the AUX button from the second row of the white panel.
- Connect the single black RCA cable from the cables management cubby into the video port of your auxiliary device.
- Connect the joined red/black RCA cables from the same receptacle into the two audio ports of your auxiliary device. Connect the red cable into the red (right) audio port and the black cable into the white (left) audio port.

Adjusting System Volume
- You can adjust the system’s volume by turning the Volume dial left and right. The red lights above it will illuminate according to the output.

When Your Class is Finished
Shutting down your Laptop
- Shut down your laptop.
- Disconnect any connected cables from your laptop.
- Shove the VGA cable into its slot and coil up the headphone cable.

Shutting down the Projection System
- Lock the desktop if you used it and did not lock it.
- Press the POWER OFF button from the first row of the white panel.
- Raise the projector screen by gently pulling down on it and then releasing the cord.
- Turn off the classroom lights.

Please remember to POWER OFF at the end of your lecture!