Activating the Control System

Locate the white panel above the electronics rack. It is the control system for the projection system. Press the **Power On** button in the upper left corner to turn it on, and pull down the screen adjacent to the blackboard if it is not already down.

This room has a desktop computer inside the electronics rack, but no monitor. The projection screen is intended to serve as the monitor. This room also does not have document camera.

Please do not raise the projector screen when leaving the classroom.

The DISPLAY MUTE button will keep audio running, but turn off the video projector.

The layout of the white panel is as follows:

<table>
<thead>
<tr>
<th>POWER ON</th>
<th>LAPTOP</th>
<th>PC</th>
<th>DVD</th>
<th>VCR</th>
<th>VOLUME KNOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POWER OFF</td>
<td>AUX</td>
<td>SKIP -</td>
<td>SKIP +</td>
<td>MENU</td>
<td>PLAY STOP ASPECT Display Mute Directional Pad</td>
</tr>
</tbody>
</table>

Using the Projection System

Using a Laptop

- Press the **Laptop** button, to the right of **Power On**.
- Locate the applicable VGA and headphone 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.*

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 rack, and insert your VHS tape into the **JVC DVD/VCR** player in the rack. Press the button to the **right** of the VHS slot to eject the VHS tape.
- Use the controls underneath the VHS slot as desired. A schema is provided below.

| ►/II | ■ | ● | ◄◄ | ►► |
| Play or Pause | Stop | Record | Rewind | Fast forward |

Playing a DVD

- Press the DVD button from the first row of buttons on the white panel, to the left of **VCR**.
- From the **JVC DVD/VCR** player in the rack, click 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.
- Use the controls on the bottom and middle rows of the white panel, and the directional pad below the volume knob, as necessary.
  - PLAY, STOP, and PAUSE will play, stop, or pause the movie.
  - SKIP – and SKIP + allow you to go to the next or previous DVD chapters.
  - MENU returns you to the DVD home menu.
  - ASPECT toggles the aspect ratio of the projection system. We recommend that you do not press this button.
  - The directional pad allows you to move in menus and, using the middle button, to select an option.

Using the Classroom PC

- Press the **PC** button from the top row of the white panel.
- If the computer is locked, use the following information to log into the computer:

  Username: 
  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**.
Using an Auxiliary Source
- Locate the black/red/white RCA cable from the electronics rack.
- Press the AUX button from the second row of the white panel.
- Insert the black cable into the yellow (video) port on your auxiliary device, the red into the red (right audio channel) port, and the white into the white (left audio channel) 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.

Shutting down the Projection System
- Press the POWER OFF button from the second row of the white panel.
- Do not raise the projector screen/leave it down.

Final steps
- Open the window blinds and turn off the lights.
- Lock the rack by turning the lock clockwise so the bar is in a horizontal position.

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