Activating the Control System
Touch the black screen on top of the A/V rack once to turn on the system. Select either Normal Projection (which will turn on the projector and play audio) or Audio Only.

Turn the lights in the room on or off by pushing the light sliders up or down. Lower the anti-UV shades by pressing the lowest button labeled SHADE ↓.

The relevant cables in this reference guide are found in the FRONT- or REAR-labeled receptacles of the table. Both receptacles are identical. This room has no desktop or document camera.

Using the Projection System
Using a Laptop
- Touch the Normal Projection icon if necessary.
- Touch either the Front Laptop or Rear Laptop icon from the left-side pane, depending on which one your laptop is plugged in to.
- Open the cable receptacle and pull out the VGA and/or audio cables.
- Insert them into the corresponding VGA and headphone ports. Note: if you have a Macintosh laptop, you may need an adapter for the VGA cable.
- Once you have finished, press the Press buttons inside the receptacles and the cables will automatically wind themselves back.

Playing a VHS Tape
- Touch the Normal Projection icon if necessary.
- Touch the VCR icon on the left-side pane.
- From the JVC DVD/VCR player in the rack, insert your VHS into the VHS slot.
- Use the controls on the touchscreen as necessary.

Playing a DVD
- Touch the Normal Projection icon if necessary.
- Touch the DVD icon in the left-side pane.
- 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 touchscreen tray as desired.

Using an Auxiliary Source
- Touch the Normal Projection icon if necessary.
- Touch the More Sources icon on the left-side pane.
- Touch the Aux Input icon on the left-side pane.
- Locate the yellow/red/white RCA cable from the cable management slot.
- Insert them into the auxiliary device (Yellow = video; Red = right audio channel; White = left audio channel).

Adjusting System Volume
- You can adjust the master volume by clicking the down or up arrows at the right edge of the touchscreen under Program Volume.
- The button underneath the down arrow mutes the outputted audio.
Using Only Audio

Playing a Compact Disc
- Touch the Audio Only icon if you have not already.
- Touch the CD Player icon in the left-side pane.
- From the Tascam CD player in the rack, insert your CD into the CD slot.
- Use the transport controls on the touchscreen to play your audio as desired.

Playing from an Auxiliary Audio Source
- Touch the Audio Only icon if you have not already.
- Touch the Aux Audio icon in the left-side pane.
- Take the red and white RCA cables and insert them into the corresponding audio inputs on your device.
- Use the controls on the device to listen to your audio.

Playing from a Laptop or iPod
- Touch the Audio Only icon if you have not already.
- Touch either the Laptop Front Audio or Laptop Rear Audio icon in the left-side pane, depending on which one your laptop or device is plugged in to.
- Open the cable receptacle and pull out the black audio cable (shown below).
- Insert it into your laptop or device.
- Use your laptop or device as desired.
- Once you have finished, press the Press buttons inside the receptacles and the cables will automatically wind themselves back.

When Your Class is Finished

Shutting down your Laptop
- Shut down your laptop.
- Disconnect any connected cables from your laptop and press the PRESS buttons until the cables are fully retracted into each one’s respective slot.
- Pull out the black metal cable receptacle cover.

Shutting down the document camera
- Hold the Power button to switch off the document camera.
- Lower the camera arms downwards.

Shutting down the touchscreen
- Touch the power icon in the upper-right corner of the touchscreen.
- If necessary, confirm that you wish to shut off the system.

Final steps
- Confirm that the cables are properly stored away.
- Open the window blinds.
- Turn off the classroom lights.

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