Getting Started

Turning on the Projector
- Locate the black control panel on the wall above the AV cabinet.
  - Press the button labeled PWR ON.
  - Manually lower the classroom’s screen.

Turning on the AV System Power
- Inside the AV cabinet, locate the button labeled Power Switch.
  - Press the button so it is in the On position and glowing red to indicate the power is on.

Projecting from your Laptop
Selecting your Laptop
- On the control panel, press the button labeled LAPTOP.

Projecting from your Laptop
- On the top of the AV cabinet, locate the audio/video cable.
- Plug the video connector into your laptop’s external monitor port.
- Plug the audio connector into your laptop’s headphone port.
- Start up your laptop

Projecting from the VCR
Selecting the VCR
- On the control panel, press the button labeled DVD/VCR.

Adjusting the Volume
- To adjust the volume, use one of the following buttons:

<table>
<thead>
<tr>
<th>To ..</th>
<th>Click on ...</th>
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<tbody>
<tr>
<td>Increase the volume</td>
<td>VOL ▲</td>
</tr>
<tr>
<td>Decrease the volume</td>
<td>VOL ▼</td>
</tr>
<tr>
<td>Mute</td>
<td>VOL MUTE</td>
</tr>
</tbody>
</table>

When your Class is Finished

Turning off your Laptop
- Shut down your laptop.
- Disconnect the audio/video cable from your laptop and place it on top of the AV cabinet.

Turning off the VCR
- Remove your videotape from the VCR.

Turning off DVD Player
- Remove your DVD from the DVD player.

Turning off the Projector
- On the control panel, press and button labeled PWR OFF.

Final Steps
- Manually raise the classroom’s screen.

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