CLASSROOM OPERATING INSTRUCTIONS

I. Turn on the projector by pressing the "ON" button at the control box on the instructor's desk. Be sure that the amplifier in the closet is turned on.

II. *Wait for the projector to warm up and turn on*. It will take a couple of minutes.

    A. To show a DVD or VHS:
        1. Press the "DVD/VCR" button on the control box
        2. Insert a VHS tape or DVD into the DVD/VCR unit located in the closet
           (the remote for the unit is also located in the closet)
        3. Adjust the volume by pressing the volume UP or DOWN buttons on the control box
        4. For closed captioning, turn the knob on the small white box in the closet to the appropriate setting: OFF <> CC1 <> CC2 <> T1 <> T2 <> OFF

    B. To display the PC screen image:
        1. Turn on the computer
        2. Press the "Computer" button on the control box
        3. The volume can be adjusted by pressing the volume UP or DOWN buttons

    C. To display a laptop screen image:
        1. Hook the laptop up to the control box using the provided cables
        2. Press the "Computer" button on the control box
        3. Turn on the laptop
        4. The volume can be adjusted by pressing the volume UP or DOWN buttons

    D. To display the image from the document camera:
        1. Turn on the document camera by pressing and briefly holding down the "POWER" button on the unit
        2. Press the "Document Camera" button on the control box

    E. To use the classroom wireless microphone:
        1. Find the black leather bag in the closet that contains the wireless microphone
        2. Turn the microphone on and put on the headset
        3. Adjust volume directly at the amplifier using the knob labeled "WIRELESS MIC."

    F. To play music from an Ipod or Walkman:
        1. Note that the projector *does not need to be on* to simply play music
        2. Plug your device into the open 1/8" mini port on the right hand side of the control box
        3. Turn the volume on the device up to a high level
        4. Press the volume UP/DOWN buttons on the control box to adjust the room volume

III. Please remember to *TURN OFF* the data projector by pressing the "OFF" button on the control box, the amplifier in the closet and the wireless microphone upon conclusion of the instructional period.

LAS POSITAS
C O L L E G E

CLASSROOM OPERATING INSTRUCTIONS

Volume control buttons

Cables provided for laptop connections

Computer | Document Camera | DVD/VCR | S-Video

Audio
L
Video

Projector ON and OFF buttons

1/8" mini port

WIRELESS MIC

CLOSED CAPTIONING UNIT

AMPLIFIER

DVD/VCR

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