

# Welcome

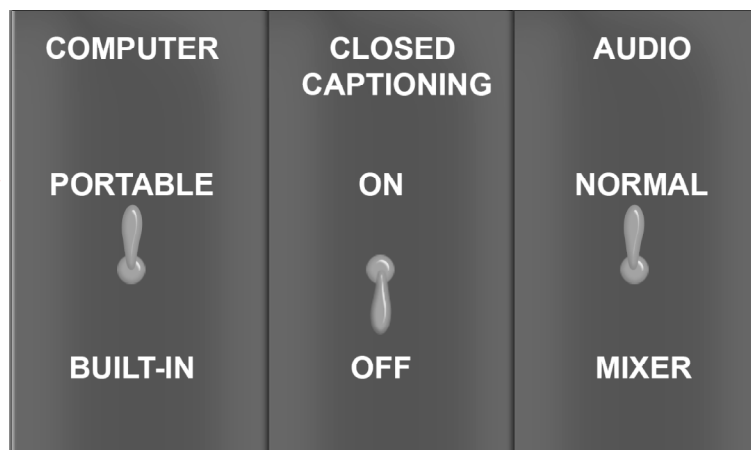
## to Library 1412!

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### Quickstart Guide:

- 1. Turn on projector** by pressing display **"ON"** button once. Button will blink for 30 seconds while projector warms up.
- 2. Select source** using buttons on podium.
- 3. Control your viewing** (fast forward, rewind, DVD menus, etc.) using either the buttons on the podium, or the remote controls stored in the equipment rack drawer.
- 4. When displaying a computer**, use the **"COMPUTER"** switch to select whether you are using a laptop you brought, or the built-in Mac Mini.

Your laptop



Mac Mini currently installed on podium

### IMPORTANT!

Unless you have a specific need for multiple audio sources at the same time\*, make sure the **"AUDIO"** switch on the podium points to **"NORMAL"** mode.

\*When in doubt, use **"NORMAL"**.

# OPERATING INSTRUCTIONS

## DVD or CD

The DVD player is located in the equipment rack, so you will need a key to open it. After turning on the projector and selecting "DVD" on the podium, put your disc in the player, and use either the podium control buttons or the remote control (in the equipment rack drawer) to navigate.

## Computer (laptop)


Turn on the projector and select "PC" on the podium. If you are using your own laptop, make sure the podium "Computer" switch is set to "Portable". Connect the VGA cable coming out of the podium to your computer, and if you will need to hear computer audio, plug the small audio plug into your headphone jack. An ethernet cable is also provided for internet access.

For best results, wait until everything is connected before turning on your laptop, and it should automatically appear on the large screen. If not, try the following troubleshooting tips, then call Electronic Media at x6270.

Holding the Function (fn) or Alt key, press the function key (F3, etc.) labeled either "CRT/LCD" or with a symbol that looks like one of the following:



### Mac Users:

Under the  menu in the upper left corner of the screen, open System Preferences, then "Displays". Click the button that says "Detect Displays". Your desktop should appear on the large screen.

### Windows users:

There are many possible solutions to this problem, and it will be easiest to just call a support person at Electronic Media (x6270).

## VHS tape or TV

The VCR is located in the equipment rack, so you will need a key to open it. After turning on the projector and selecting "VCR" on the podium, put your tape in the player, and use either the podium control buttons or the remote control (in the equipment rack drawer) to control playback or change channels.

## Computer (built-in)

Turn on the projector and select "PC" on the podium. If you are using the built-in MacMini, make sure the podium "Computer" switch is set to "Built-in". The computer should be on, so just move the mouse or press any key on the keyboard to wake it up. **You must authenticate with your TESC login to use the computer**, and it may take a few extra moments to start up the first time you log in. If you don't have a TESC login, call Electronic Media at x6270 for access. **Always log out when you are done with the computer.**

## Document Camera

Turn on the projector and select "Doc Cam" on the podium. Unfold the arms and lens of the document camera, taking care not to force them. Press the button on the document camera labeled "On/Off". Place your document on the white surface. To temporarily freeze the image on the screen, press "Pause", then press again to unfreeze.

## DV tape

The DV deck is located in the equipment rack, so you will need a key to open it. After turning on the projector and selecting "DVCAM" on the podium, put your tape in the player, and use the remote control (in the equipment rack drawer) to control playback.

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To turn off the system: hold down display **"OFF"** button. Projector will power down.

**BE SURE TO LOG OUT WHEN YOU ARE DONE WITH THE COMPUTER!**

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**Questions, comments, or concerns? Call the Electronic Media Help Desk at ext. 6270, or email [AVSUPPORT@EVERGREEN.EDU](mailto:AVSUPPORT@EVERGREEN.EDU)**

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