

# Welcome

## to Library 2310!

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### Quickstart Guide:

- 1. Turn on projector** by pressing display power button once. Button will blink for about a minute while the projector warms up.
- 2. Select source** using buttons on podium.
- 3. Control your viewing** (fast forward, rewind, DVD menus, etc.) using the control buttons on the podium.



### IMPORTANT!

Unless you are using the cassette tape deck or you have a specific need for multiple audio sources at the same time\*, make sure the switch on the podium points to **"SWITCHER"** mode.

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

# OPERATING INSTRUCTIONS

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## 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 the control buttons on the podium to control playback.

## Computer (laptop)

Turn on the projector and select "Laptop" on the podium. 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.

### 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).

## Audio Cassette Tape

The cassette deck is located in the equipment rack, so you will need a key to open it. Put your tape in the player, and turn up input 7 on the mixer in the cabinet. Make sure the switch on the podium is set to "Mixer".

## 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 the control buttons on the podium to control playback.

## Computer (built-in)

Turn on the projector and select "PC" on the podium. 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.

## External Source

To play media from an external source (such as a palmcorder, DV deck, or other audio or video device), turn on the projector and select "Composite Video" on the podium, then plug your device into the cables provided inside the rack.

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To turn off the system: hold down display power button for two seconds.

**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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