

SEMINAR II 1107 AV Workshop Instructions

Contact Zena at X5517 for AV support or key authorization.

Contact Electronic Media X6270 or Media Loan X6273 for additional support.

•Video (VCR, DVD, Cable TV)

On the Audio and Video switcher press the Green DISPLAY POWER for 3 seconds to turn on the projector.

Press the SCREEN DOWN button to lower screen.

Select what media you will be using and press the button.

Insert your media into the player.

Use the remote controls to use the VCR or DVD for menu options.

•Audio

Cassette or CD.

Insert media.

Select source on AV switcher.

Press play.

Use Volume knob on right of AV switcher.

•Preview Monitor

Preview monitor is used to preview your material before you turn on the projector and lower screen. Turn ON, select your source, insert your media and play.

•Laptop (turn laptop on LAST)

Use the long black VGA cord hanging from the bottom of the rack to connect your laptop. Use the ethernet cord to plug into the blue or green data jacks located around the room for internet access.

Turn on Projector and press laptop. If you forget your MAC adaptor you can check one out from Media Loan X6253.

•Shutdown Procedures:

Turn off Projector by pressing the Display Power button for 3 seconds.

Raise screen.

Please lock and secure AV cabinet. It's your equipment!

