**General Instructions**

1. Find the **Control Center** box on the rack at the front of the room
2. Adjust the volume control to 12 o’clock
3. Press the button for the source you wish to project
   - **Video** – for DVD and VHS playback
   - **PC** – for laptop display

   *A green light will appear to the right of the source you selected and the LCD projector will turn on.*

**To display a laptop computer**

1. Carefully plug the provided VGA cable into your laptop. If you want to play out sound, attach the audio cable as well

**To playback a DVD or videotape**

1. Turn on the DVD/VHS Player
2. Insert your videotape or DVD into the player
3. Control playback using the buttons on the player
   (N.B. - Controls are located underneath the front flap)
4. See the Bonchek House Administration for access to the remote control

**Shutdown**

1. Press the selected source button on the **Control Center** and hold for 5 seconds.
   Always shut the projector down from the **Control Center** that was used to turn it on initially.

   *The green light next to the source will flash and the projector will begins it cool-down.*

2. Eject all media and turn off the DVD/VHS player
3. Please Re-coil the VGA cable, and store it, away from the floor, to prevent damage to the cable ends.

**For Assistance, Call:**

291-4279   TEC Assistance Hotline, OR
358-4467   Wendy Baker Davis