Information Technology Services

QuickStart

Laptop-ready TEC
Bonchek Great Room

General Instructions
1. Find the Control Center box on the mounted rack on the front wall
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. The LCD projector will descend from the ceiling and will turn on. The projection screen will lower as well.*

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.

To broadcast microphone sound
1. Press the Power button on the Crown Amp on the wall-mounted rack
2. Plug a microphone into an XLR wall jack (labeled **Mic 1** or **Mic 2**)
3. Control the volume of each mic via the labeled volume knobs (**Mic 1** or **Mic 2**)

To play out iPod or MP3 player sound
1. Plug provided **iPod** cable into your iPod or MP3 player
2. Control the volume via the volume knob labeled **iPod** (on the Crown Amp)

Shutdown
1. Press the selected source button on the Control Center and hold for 5 seconds
   *The green light next to the source will flash and the projector will begin it cool down. The projector will then retract into the ceiling. The projection screen will retract as well.*

   2. Eject all media and turn off the DVD/VHS player
   3. Please Re-coil the VGA cable, and hang it on the provided hook, to prevent damage to the cable ends.

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