**General Instructions**

1. Find the Control Center plate on the podium
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. Please allow time for start-up
2. Insert your videotape or DVD into the player
3. Control playback using the buttons on the player or the remote control

**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 begins its cool-down.* Always shutdown the projector in this manner before exiting the classroom.
2. Eject all media and turn off the DVD/VHS player
3. Place the remote control back in the drawer

**For Assistance, Call:**

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