General Instructions
1. Contact Sharon LeFever at 291-4390 for access to the room and remotes
2. Find the Control Center box above the cabinet in the right rear of the room.
3. Adjust the volume control to 12 o’clock
4. 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

N.B. – The VGA cable is located below the DVD/VCR in the cabinet

To Playback a DVD or Videotape
1. Turn on the DVD/VHS Player in the cabinet
2. Insert your videotape or DVD into the player
3. Control playback using the buttons on the remote. Or, pull down the flap on the right side of the player to access some basic controls

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; projector will begins it cool-down.
2. Eject all media and turn off the DVD/VHS player
3. Coil the VGA cable up neatly for the next person.

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