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.

To lower or raise the projection screen
1. Press the black switch, with an up and down arrow symbol, on the rear wall near the door

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 OR
4. See the Ware 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)

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 it cool-down. The projector will then retract into the ceiling.

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