General Directions
1. Contact Shawn Carty *4406 to arrange for access to the equipment remotes.
2. Lower the front screen: press the light-colored switch located at the rear of the room (to the left of the entrance doors).
3. Turn on the main power to the amp and A/V equipment in the black cabinet: Press the red translucent plastic switch at the top of the rack.
4. To hear sound through the room speakers, turn the large black knob on the wall (to the left of the front screen) all the way to “10”.
5. Control individual volumes via the labeled volume knobs on the amplifier.
7. Press the Input Select button on the remote, for the source you wish to project:

   RGB 1 (laptop)
   Video (DVD/VCR)

To view a laptop computer
1. Attach the laptop to the VGA cable (coiled behind the A/V cabinet). If you wish computer sound, attach the audio cable as well.
2. Press the RGB 1 button on the projector remote.
3. Control the volume via the Laptop Audio knob on the rack amplifier.

To Play a DVD (via the DVD/VCR player)
1. Press the eject button to eject the DVD tray. Seat the DVD and press eject to close.
2. Press the Video button on the projector remote.
3. Use the controls on the player (or the remote) to control the DVD playback.
4. Control the volume via the DVD/VCR/CD Player knob on the rack amplifier.

To Play a Videotape (via the DVD/VCR player)
1. Insert the Videotape into the player. It will start to play automatically.
2. Press the Video button on the projector remote.
3. Use the controls on the player (or the remote) to control the Video playback.
4. Control the volume via the DVD/VCR/CD Player knob on the rack amplifier.

To Play an Audio-cassette tape (via the Cassette player)
1. Insert the audiotape into the player.
2. Use the controls on the player to control the audiotape playback.
3. Control the volume via the Cassette knob on the rack amplifier.

Final Shutdown
1. Eject all videos, compact discs, DVDs, Cassettes, memory sticks, etc.
2. Press the red Standby button on the projector remote twice to turn off the projector. You’ll see a yellow light as it cools, and red light when projector off.
3. Detach the laptop, and neatly recoil the VGA cable behind the cabinet.
4. Turn off the main power to the amp and A/V equipment in the cabinet. (N.B. - This should turn everything off. There is no need to turn off individual components)
5. Raise the front screen via the switch by the entrance doors.
6. Return any remotes as directed.

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