

## Instructions for Operating Equipment – LRC Conference Room

Using the projector remote, and pointing at the projector, press the ON button to turn projector on.

Determine what you are going to project.

### Computer

1. Turn on Computer, if not already on.
2. Using the projector remote, press the **Computer** button. If you do not see the computer projected, press the **Computer** button again.

### Laptop (must request from FaCIT Dept. ext. 229 or bring own) –

1. Plug cable marked 'laptop video' into the monitor port on the laptop.
2. Plug cable marked 'laptop video' into the speaker port on the laptop.
3. If desired, connect network cable, mouse and keyboard to laptop.
4. Using the laptop power cord and the wall outlet, connect power to laptop. Turn on laptop.
5. Using the projector remote, press **Computer** button. If you do not see the laptop projected on the screen, press the **Computer** button again.
6. **Audio** – There is an audio switcher next to the speakers. Press the button marked 'Computer' to use the speakers with the laptop.
7. Check that the power on the speakers is ON and adjust the volume.

### Document Presenter

3. Turn document presenter on.
4. Place item to display on document presenter.
5. Using the projector remote, press the **Computer** button. If you do not see the document presenter projected on the screen, press the **Computer** button again.

### VCR/DVD – located inside cabinet

1. Insert the VCR tape or DVD into the machine.
2. Using the VCR/DVD remote, press the VCR/DVD button. On the VCR/DVD display window you will see VCR in green light on the left or DVD in green light on the right. Press the VCR/DVD button until you see the media you wanted to use in the green light.
3. Using the VCR/DVD remote, operate the VCR or DVD as you normally would.
4. Using projector remote, press the **Video** button. If you do not see the VCR or DVD projected on the screen, press the **Video** button again.
5. **Audio** – There is an audio switcher next to the speakers. Press the button marked 'VCR/DVD' to use the speakers with the VCR/DVD.
6. Check that the power on the speakers is ON and adjust the volume.

### Finished

Turn off laptop, document presenter and VCR/DVD.

Using the projector remote press the OFF button twice.