Using the projectors
1. Press the Display “ON” button on the Switcher to turn on the projector you want to use.
2. Press the “INPUT SELECTION” button to show what you want to see on the screen(s).
   I.E. To show a PowerPoint on the Right screen & DVD on the Left screen:
   - Press the RACK PC button on the ‘Right’ Switcher;
   - Press the DVD/VCR button on the ‘Left’ switcher.
3. When you are finished press the Display “OFF” button on the Switcher for each projector you were using.

Connecting your laptop
1. Plug the VGA cable (located in a rack drawer) into the LAPTOP port on the User Interface Panel as shown.
2. Turn on the projector, - then turn on and boot up your Laptop.
3. On the Switcher, press whichever “LAPTOP” button applies (VGA, or HDMI)

Using the audio system
1. Press the GREEN “ON” button on the User Interface Panel.
2. Adjust the volume of the computer and DVD/VCR using the LINE VOLUME knob; the microphone audio is adjusted with the MIC VOLUME knob.
3. When you are finished press the RED “OFF” button to turn the audio system off.

*LINE audio is any sound from the DVD/VCR, Computer, Laptop, or audio device connected to the AUDIO inputs of the audio panel. The LINE Volume control does not affect system microphone levels.
The Computer (RACK PC)

Using the computer
1. Turn on the projector(s) and the audio system.
2. Turn on the computer using the “ON/OFF” button.
3. Press the button labeled “Rack PC” on the LEFT and RIGHT PROJECTOR control panel to display the image on both screens.
4. The keyboard, mouse and wireless pointer will be in one of the drawers in the cabinet. Make sure to check both drawers.
5. When you are finished turn off the computer, projector(s), and audio system.

VCR/DVD

Showing a video tape or DVD...
1. Turn on the projector(s) and the audio system.
2. Press the “POWER” button to turn on the DVD/VCR.
3. Press the button labeled “DVD/VCR” on the LEFT and RIGHT PROJECTOR control panel to display the image on both screens.
4. Press the DVD/VCR mode selector button on the player to select VCR or DVD.
5. Insert your Tape or DVD and press play.
6. There is a remote control in one of the drawers for additional DVD/VCR control and functions.

Please turn off the AV equipment when your class is over.