This room consists of three units: 1) **Data Projectors**; 2) **Control Panels**; 3) **Equipment Rack**
Rack includes: Power, 2 Wireless Microphones, and 2 DVD/VHS players.

**To Activate System:**

**Both Screens:** To turn on the system, press the **ON/OFF** button on the Control Panel.

**One Screen:** The room must be divided in half using the retractable wall. Pressing the **ON/OFF** button will lower the corresponding screen and power on the projector.

**To Project a DVD/VHS:**

1. On the **Control Panel**, press the **DVD** or **VCR** button.
2. Insert your disc, and press play via the **Control Panel**.
3. If you do not see the image of the disc, you may need to reselect **DVD** or **VCR** on the **Control Panel**.

**To Use your Laptop Computer in the Classroom:**

1. Connect the laptop’s VGA output and audio ports. Cables are located in the rack drawer.
2. On the **Control Panel**, press the **Laptop** button.
3. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button and re-select **Laptop** from the **Control Panel**.

**Please Power Down the Projector Before You Leave the Room**

**System Shutdown:**
Using the Control Panel, press the **ON/OFF** button twice.

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**For immediate assistance, please call ext. 8-4ITS**

**Hours of Operation:** M-F 7am-9pm • Sat 8am-3pm • Sun Closed

**Please note that support hours are subject to change without formal posting.**