

HOW TO WORK THE CONFERENCE ROOM PROJECTOR

TO TURN THE PROJECTOR ON

1. Lower the projector screen using the control switches on the column in the middle of the room
2. Press the **BLACK POWER BUTTON** on the underside of the projector to turn it on
3. Press the **BUTTON ABOVE THE WORD SOURCE** on the projector until the correct input is selected
4. *If you are displaying information from a laptop* connect your laptop to the projector using one of the ports on the back of the projector.
5. *If you are showing a VHS video or DVD* switch on the video/DVD unit in the equipment cupboard, switch on the amplifier in the equipment cupboard ensuring that the CD/DVD light is on, turning the source knob until it is, insert a video or DVD and press *play*
6. *If no image appears on the projector screen* use the button on the underside of the projector underneath the word *SOURCE* to check that you have selected the correct input (for video/DVD select composite)

TO TURN THE PROJECTOR OFF

1. Switch the projector off by pressing the **BLACK POWER BUTTON** and then the **ENTER BUTTON**
2. Raise the projector screen.