**Basic Operational Guide for Media Equipment**

**Start-up Procedures**

1. Press the **Projector ON** button on the **Switcher/Equipment Selector** to turn on the video projector.

2. Select the type of media equipment (source) you want to show through the video projector. The following media are available in this classroom:

   - **DVD/VCR Combo Player**
   - **PC Computer**

   External devices such as laptop computers and other equipment may be connected through the **VGA Cable** or **Auxiliary Inputs**.

3. Turn on the equipment and follow the instructions provided at right.

**Close-down Procedures**

1. Press and hold the **Projector OFF** button on the **Switcher/Equipment Selector** until the light blinks green (2 seconds) to turn off the video projector.

2. Shut down the computer and turn off the media equipment.

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**IMPORTANT NOTICE**

It is important to turn-off the video projector. Failure to turn-off the projector (regardless if a light is being projected) will cause the lamps to burn out. Due to budgetary constraints, replacement and repair of equipment may not be available.

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The media equipment in this classroom has been provided by the Center for Instructional Support. Call 956-8075 for any questions, problems, or concerns. Visit our website at: [http://www.cis.hawaii.edu](http://www.cis.hawaii.edu)

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