If you need immediate assistance or further instructions, please contact The Center for Instructional Services at extension 7121. To report a problem please visit our website at www.cis.tcu.edu and click on the “Report A Problem” link.

More information, including a printable version of these instructions, is available at our website.

INSTRUCTION INDEX

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting Controls</td>
<td>1</td>
</tr>
<tr>
<td>Projection Screen</td>
<td>1</td>
</tr>
<tr>
<td>Audio/Visual Panels</td>
<td>1</td>
</tr>
<tr>
<td>Using a Laptop Computer</td>
<td>2-3</td>
</tr>
<tr>
<td>Using a Desktop Computer</td>
<td>4-5</td>
</tr>
<tr>
<td>Using a DVD-CD Player</td>
<td>6-8</td>
</tr>
<tr>
<td>Using a VCR</td>
<td>9-11</td>
</tr>
</tbody>
</table>
## Lighting Controls

1. ALL Lights ON
2. 2/3 Lights ON
3. 1/3 Lights ON
4. Instructors Area ONLY

OFF – ALL Lights OFF

## Projection Screen

To lower the screen press the ROOM button once.

To raise the screen press the ROOM button once.

## Audio Visual Panels

- Desktop Interface Panel
- Control Panel
- Laptop Cables
- Network Connections
- A/C Power Outlets
- Lighting Control Panel
To Use a Laptop Computer

1. Push and hold (for approximately 3 seconds) the **POWER** button to turn on the projector.

2. Push the **ROOM** button to lower the screen.

3. Press the **INPUT3** button.

4a. Connect the **VGA cable** to the video port on the back of the laptop.

4b. If needed, connect the **audio cable** to the headphone jack on the computer.

4c. If connecting to the TCU network or internet connect the **CAT-5** cable to the network connection on the computer.
   
   NOTE: The computer must be registered with TCU’s Information Services.

5. Press button 3 to set the lights to the preset level.

6. Turn **ON** the computer and proceed through your normal ‘boot up’ process.
   
   CAUTION: Turning the computer on before this step may result in the image not being projected

7. **Access** and **run** the desired program on the computer.
To Use a Laptop Computer (continued)

8. If necessary press POWER on the JVC receiver.

9. Press the CD button on the receiver to select the DVD/CD audio.

10. If the indicator does not read ANALOG press the INPUT button until the indicator does read ANALOG.

11. Adjust sound on the JVC receiver by *slowly* turning the volume knob until you reach the desired volume.

12. When finished, exit the computer program and turn the computer off.

13. Disconnect any cables attached to the laptop.

14. Push and hold (for approximately 3 seconds) the POWER button to turn off the projector.

15. Push the ROOM button to raise the screen.
To Use a Desktop Computer

1. Push and hold (for approximately 3 seconds) the **POWER** button to turn on the projector.

2. Push the **ROOM** button to lower the screen.

3. Press the **PC2** button.

4. If necessary, press the **power** button to turn on the computer.

5a. If necessary, insert the CD or DVD into CD drive label side up.

5b. If necessary, insert USB thumb drive into USB port.

6. Mouse and keyboard are located on the top of the podium.

7a. Proceed through your normal “log in” sequence.

7b. Guests of TCU will need to have the professor “log in” to the professors TCU account for access to the desktop.
To Use a Desktop Computer (continued)

8. If necessary press **POWER** on the JVC receiver.

9. Press the **CD** button on the receiver to select the DVD/CD audio.

10. If the indicator does not read **ANALOG** press the INPUT button until the indicator does read **ANALOG**

11. Adjust sound on the JVC receiver by *slowly* turning the volume knob until you reach the desired volume.

12. When **finished**, exit the computer program, retrieve your CD, DVD, or USB thumb drive and log off.

13. Push and hold (for approximately 3 seconds) the **POWER** button to turn off the projector.

14. Push the **ROOM** button to raise the screen.
To Use the DVD / CD Player

1. Push and hold (for approximately 3 seconds) the **POWER** button to turn on the projector.

2. Push the **ROOM** button to lower the screen.

3. Press the **VID1** button.

4. Press **POWER** to turn unit on.

5. Press the **OPEN** button to eject the tray.

6. Place DVD or CD into the tray *label side up.*
To Use the DVD / CD Player (Continued)

7. Press button 3 to set the lights to the preset level.

8. If necessary press POWER on the JVC receiver.

9. Press the CD button on the receiver to select the DVD/CD audio.

10. Press PLAY on the DVD.

11. If the indicator does not read ANALOG press the INPUT button until the indicator does read ANALOG.

12. Adjust sound on the JVC receiver by slowly turning the volume knob until you reach the desired volume.
To Use the DVD / CD Player (Continued)

13. When finished, press STOP.

14. Press OPEN to eject the tray and remove the DVD/CD.

15. Press OPEN to CLOSE the tray.

16. Push and hold (for approximately 3 seconds) the POWER button to turn off the projector.

17. Push the ROOM button to raise the screen.

18. Press button 1 to set the lights to the preset level.
To Use the VCR

1. Push and hold (for approximately 3 seconds) the POWER button to turn on the projector.

2. Push the ROOM button to lower the screen.

3. Press the VID2 button.

4. Press POWER to turn unit on.

5. Insert the tape into the VCR.

6. Press button 3 to set the lights to the preset level.
To Use the VCR (Continued)

7. If necessary press **POWER** on the JVC receiver.

8. Press the **CD** button on the receiver to select the DVD/CD audio.

9. Press **PLAY** on the VCR.

10. If the indicator does not read **ANALOG** press the **INPUT** button until the indicator does read **ANALOG**

11. Adjust sound on the JVC receiver by **slowly** turning the volume knob until you reach the desired volume.

12. When finished, press **STOP / EJECT**.

13. Press **STOP / EJECT** to eject the tape.
14. Push and hold (for approximately 3 seconds) the **POWER** button to turn off the projector.

15. Push the **ROOM** button to raise the screen.

16. Press button 1 to set the lights to the preset level.
To Use the PHONOGRAPH (Record) Player

1. Press **Power** on the JVC receiver.

2. If the indicator does not read **ANALOG** press the INPUT button until the indicator does read **ANALOG**

3. Press **PHONO** on the receiver.

4. Select **RECORD SPEED** on the phonograph.

5. Place record on the phonograph and lift **stylus** to power on the unit.
To Use the *PHONOGRAPH (Record) Player* (continued)

6. Place stylus on the record.

7. Adjust sound by turning the **Audio** knob on the receiver to the desired level.

8. When finished, lift the stylus off the record and replace in the holder.
To Use the CASSETTE Player

1. Press **Power** on the JVC receiver.

2. If the indicator does not read **ANALOG**, press the INPUT button until the indicator does read **ANALOG**.

3. Press **TAPE/MD** on the receiver.

4. Press **POWER** on the cassette deck.

5. Press **EJECT** to open the tape door and insert the tape, then close the tape door.
To Use the CASSETTE Player (Continued)

6. Press **PLAY** to start the tape.

7. Adjust sound by turning the **Audio** knob on the receiver to the desired level.

8. When finished, press **STOP** to stop the tape.

9. Press **EJECT** to open the tape door.

10. Remove the cassette and close the tape door.