LAPC Board Room
Media Equipment Guide

LAPTOP & PROJECTOR OPERATION

1. Use the main control panel on the wall to turn on projector
   (Allow 30-60 sec. to warm up)
2. Connect the projector cable to the "Laptop" connection point on the front wall
   (Cable is located in the cabinet at the back of the room)
3. Connect the other end of the projector cable to laptop
4. Turn on laptop
5. Select "Laptop" option on the main control panel
   If picture does not appear on the projector and your laptop screen press
   "Fn" & the F-Key (F1-F12) with a monitor symbol on it simultaneously
   Please allow several seconds for synchronization
   Repeat step 5 until image appears on both screens

DVD/VHS PLAYER

1. Use the main control panel on the wall to turn on projector
   (Allow 30-60 sec. to warm up)
2. Select "DVD/VCR" option on the main control panel
3. Turn on DVD/VHS player (located in the back cabinet)
2. Insert DVD or VHS into DVD/VHS player (use remote control to eject)
3. Play DVD or VHS using the buttons on the player or the DVD/VHS control panel on the wall
4. Adjust volume settings using both the main control panel and the volume controls labeled "VCR" & "Mains" located in the back cabinet

AUDIO CD & TAPE PLAYER

1. Turn on CD player and/or tape deck (located in the back cabinet)
2. Insert Audio CD or tape
3. Play CD/tape
4. Adjust the volume using the volume controls in the cabinet labeled "Tape" or "CD" as well as the one labeled "Mains"

If you experience any problems or need assistance please call x5050