

**Classroom VPA 125 & VPA 201****Desktop Computer**

1<sup>st</sup> Turn on computer. (Computer is located in the lectern)

2<sup>nd</sup> Select the **ON** button (locate on the lectern). “The screen will roll out and the data projector will turn on. There is a delay of 15 seconds before you see an image on the screen.”

3<sup>rd</sup> Select **PC1**

**Laptop Computer**

1<sup>st</sup> Turn on the laptop.

2<sup>nd</sup> Connect your laptop video cable to the Video port “label COMPUTER”. (located on the lectern.) Audio: Connect audio cable to the audio port. Audio port is next to the Video port.

3<sup>rd</sup> Select the Display **ON** button. “The screen will roll out and the data projector will turn on. There is a delay of 15 seconds before you see an image on the screen.”

4<sup>th</sup> Select PC1

\* If you don't get an image from your laptop, on your laptop keyboard press **(fn) + (CRT/LCD)**. To get the desire look, repeat by pressing **(fn) + (CRT/LCD)** keys. The combo **(fn) + (CRT/LCD)** keys may vary with laptop manufactory.

**DVD/VHS**

1<sup>st</sup> Select the projector ON button. (located on the lectern) “The screen will roll out and the data projector will turn on. There is a delay of 15 seconds before you see an image on the screen.”

2<sup>nd</sup> Turn on the DVD/VHS. (located in the lectern) Put the media into the DVD/VHS.

3<sup>rd</sup> Select Video 1

**Note:**

Make sure the Power switch is on (located in the lectern). Audio power needs to be on (located at the media rack).

Adjusting the sound volume button is located on the lectern.

Select OFF button. This will turn off the data projector. (located on the lectern)