

Classroom VPA 103 & VPA 104**Desktop Computer**

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

2<sup>nd</sup> Select the **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.”

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 cable 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 pressing **(fn) + (CRT/LCD)** keys. The combo **(fn) + (CRT/LCD)** keys may vary with laptop manufactory.

**DVD/VHS**

1<sup>st</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.”

2<sup>nd</sup> Turn on the DVD/VHS. (locate on the media rank) Put the media into the DVD/VHS.

3<sup>rd</sup> Select Video DVD/VCR button. (located on the lectern)

**Note:**

Make sure the Audio Power is on. This will power the audio system.

Adjusting the sound volume button is located on the lectern.

Auto Image button will adjust the projector for improved image quality.

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