Introduction
VCR/TV preview stations are available for viewing videos in the library. VCR/TV units are also available by booking for classroom instruction.

Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>VCR</td>
<td>Acronym meaning, “Video Cassette Recorder”</td>
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<tr>
<td>Safety tab</td>
<td>Located on the front of every video cassette. When removed, this prevents accidental recording</td>
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<tr>
<td>Key Inhibit</td>
<td>A button found on some VCR’s. When set to On, you cannot operate the VCR</td>
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What You Get

✓ VCR & TV & DVD player
   Remote control (optional)

Care

✓ Never force a video cassette into a VCR.
✓ Never place drinks on the equipment
✓ Keep away from extreme temperatures, heat, cold and moisture.

Get familiar with these parts of the Equipment

<table>
<thead>
<tr>
<th>On/Off</th>
<th>Fast Forward/rewind buttons</th>
<th>Open close button</th>
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<tbody>
<tr>
<td>Eject Button</td>
<td>Key inhibit</td>
<td></td>
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<tr>
<td>Stop &amp; pause buttons</td>
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<tr>
<td>Play Button</td>
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Basic Operation

Step 1  Plug the electrical extension cord into an electrical outlet.
Step 2  Turn the "ON" the TV.
Step 3  Insert the video into the VCR. Or push the Open/Close button and place the DVD Into the tray.
Step 4  Press Play on the VCR or DVD player
Step 5  Adjust the volume on the TV.
Step 6  Use the stop, pause, fast forward ad rewind buttons as needed.
Step 7  To stop playing the video or DVD press Stop. Press the eject button to remove a video, or Open/close to remove a DVD.
Step 8  Turn off the TV, VCR and DVD and unplug.

Operating Tips
✓  Check that the volume on the TV is not at the maximum before pressing play.
✓  Rewind and remove video before turning off the VCR.
✓  Remove safety tab from videos to protect against accidental recording.

Advanced Features/instructions
✓  Additional features depend upon the specific make and model of the equipment.
✓  For information about advanced features, check with the AV Technician for a copy of the manual for the specific model of the equipment that you are using.

Troubleshooting
The power is on, but the unit does not operate.  Return to AV Technician for another unit.
The desired operation cannot be selected play, etc.  The KEY INHIBIT is set to ON.  Set this button to OFF.
Remote Control is not working  Batteries may not be installed, or need replacing.
No Sound or picture  Return to AV Technician for another unit.
Buzz or hum in sound  May be caused by interference – other electrical devices close by.  Move the unit to another location.  If the problem persists return to AV Technician for another unit.

Training
If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment.

Cloverdale campus  (604)598-6041  Richmond campus  (604) 599-3350
Langley campus  (604)599-3209  Surrey campus  (604) 599-2216

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