Introduction
Used for projecting video to large audiences in VHS and DVD format.

Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>VHS/DVD combo unit</td>
<td>A component that plays video in both VHS and DVD format.</td>
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<tr>
<td>Key stoning</td>
<td>Key stoning – Occurs when the projected image is narrower at the bottom or top.</td>
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</tbody>
</table>

What’s on the cart

- Data Projector
- DVD/VHS combo unit
- Speaker System & volume control
- Small cart
- Remote control

Care

- Use caution when moving equipment
- Never force a video or DVD into the player
- Always allow fan to cool projector before unplugging.
- Keep away from extreme temperatures, heat, cold and moisture.
- Do not expose discs to dust or fingerprints.

Get familiar with these parts of the Equipment

- Volume Controls
- Lens
- Focus Ring
- Play/stop/eject
- Zoom
- Projector legs

Basic Operation

**Step 1** Plug the power extension cord (attached to cart) into Electrical wall outlet.

**Step 2** Press the Red STANDBY/ON Button on the PROJECTOR.

**Step 3** Press the POWER button on the DVD/VHS UNIT.

**Step 4** Insert DVD or VHS cassette in player.

**Step 5** Press PLAY on the DVD/VCR unit.

**Step 6** Focus the image by rotating outside ring of projector lens.

**Step 7** Adjust image size by rotating inner ring of projector lens. Image size is also adjusted by moving the projector closer to or further away from the screen. Refocus when projector is move.
**Step 8** On **PROJECTOR** press the **VOLUME +** button until you hear sound from the projector.

**Step 9** **POWER ON** the volume Control for speakers system & adjust volume on speaker system. You need to increase both the volume on the projector & speaker system significantly to increase amplification.

### Operating Tips

- Avoid projected image distortion (key stoning) by placing the projector perpendicular to the screen.

### Advanced Features/instructions

- Additional features depend upon the specific make and model of the equipment.

### Troubleshooting

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
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<tbody>
<tr>
<td>No Image projected</td>
<td>Check that lens cap is removed.</td>
</tr>
<tr>
<td>No Audio</td>
<td>Increase the volume on the projector &amp; volume control for the speakers</td>
</tr>
<tr>
<td>Projector is on, but no light is</td>
<td>Return the equipment immediately to the AV Technician for troubleshooting.</td>
</tr>
<tr>
<td>coming from the projector.</td>
<td></td>
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</tbody>
</table>

### Training

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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Langley campus</td>
<td>(604)599-3209</td>
</tr>
<tr>
<td>Cloverdale campus</td>
<td>(604)598-6041</td>
</tr>
<tr>
<td>Richmond campus</td>
<td>(604) 599-3350</td>
</tr>
<tr>
<td>Surrey campus</td>
<td>(604) 599-2216</td>
</tr>
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