Unlocking/ Locking Cabinet (obtain combination from your division secretary)

1. Set the combination
   Ensure the combination is entered correctly. Ensure that the tumblers are seated properly in a row.

2. Push up on the lock
   Push up on the shackle to release the locking mechanism.

3. After unlocking immediately reset the lock tumblers
   Reset the 4 tumblers on the combination lock to “0000”.

4. Lock cabinet before leaving
   Power down all equipment (except audio amplifier).

Playing a DVD Movie (with the computer)

1. Insert DVD into slot on the right side of the computer (label facing you).

2. Slide mouse pointer to the bottom edge of the screen to Pause/ Stop/ Eject.

Adjusting Audio Amplifier (big black box)

1. Ensure that the green power on indicator light is illuminated.

2. Adjust large Master Volume knob (overall volume)

3. Adjust Aux 1 knob computer audio (fine adjust)

4. Adjust Aux 2 knob VCR audio (fine adjust)

Playing a VHS Movie (with the VCR)

1. Insert VHS into the VCR unit.

2. On the projector remote press the source or input button. Wait 4 seconds, repeat as necessary.

3. Push the respective button on the VCR unit or remote to Fast Forward/ Rewind/ Pause/ Stop/ Eject.

4. Turn off VCR unit when done!

Turning On Projector

1. Aim projector remote at projector (stand within 10 feet of the projector).

2. Press power button on remote. Wait 20 seconds.

3. After about 20 seconds you will see projector lens glow with light.

4. After about 1 ½ minutes you will see projected image on the projection screen.

Turning Off Projector

1. Aim projector remote at projector.

2. Press power button on remote 2 times. Wait 20 seconds.

3. Screen should go black. Fans will continue to run for a few minutes.