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.

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 the computer
1. Turn on button (backside)
2. Select (Windows / Macintosh)

Generation 3 & 4 rooms

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.

Turning on Projector*
Select “MAC” button to project computer display (whether using Mac or Windows)*
*Press and hold for about 5 seconds.

Turning off Projector*

Projecting VCR or DVD Device*
Projecting an Accessory (VGA) Device*

Need Support?
Phone: 455-0271
Drop in: LC-101