AV INSTRUCTIONAL GUIDE

Using a Video Projection Unit

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

Terminology

<table>
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<th>Term</th>
<th>Definition</th>
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<td>VHS/DVD combo unit</td>
<td>A component that plays video in both VHS and DVD format.</td>
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<td>Key stoning</td>
<td>Key stoning – Occurs when the projected image is narrower at the bottom or top.</td>
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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
- Zoom
- Speakers
- Focus Ring
- Projector legs
- On/Off
- Play/stop/eject
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

No Image projected
No Audio

Check that lens cap is removed.
Increase the volume on the projector & volume control for the speakers

Projector is on, but no light is coming from the projector.

Return the equipment immediately to the AV Technician for troubleshooting.

Training

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

An Audiovisual Technician is available Monday – Friday 8:30 am – 4:30pm.

Langley campus (604)599-3209
Cloverdale campus (604)598-6041

Richmond campus (604) 599-2582
Surrey campus (604) 599-2216