

LAVALLEY LAW LIBRARY MEDIA SERVICES

CLASSROOM END USER INSTRUCTIONS

**DVD or Video**

These instructions do not apply to playing a videotape in Room 1008 or Room 1011. If you need to play a videotape in these rooms, please contact Media Services using the LAWAV email account.

1. Verify that the master power switch (located in the middle of the cabinet) is on.
2. Turn on the video switcher and switch it to the appropriate choice (VCR or DVD).
3. Insert the media (VHS videotape or DVD) into the correct player (VCR or DVD player).
4. Using projector remote, turn on the projector (if not already on).
5. Using projector remote, switch input from RGB to video.
6. Turn on the mixer (located in the middle of the cabinet) if not already on.
7. Adjust volume if necessary using appropriate control (often marked "multi-media" or DVD/VCR). If you must use the "master" volume control, please turn it back down before leaving the room at the end of class.
8. You must use the DVD remote to operate the DVD player or the universal remote to operate the VCR.
9. You must point the remote at the cabinet rather than at the Smart Board. Smart Board functionality is not available on videos or DVD's.
10. At the end of playing the DVD or video, please use the projector remote to switch from video back to RGB.