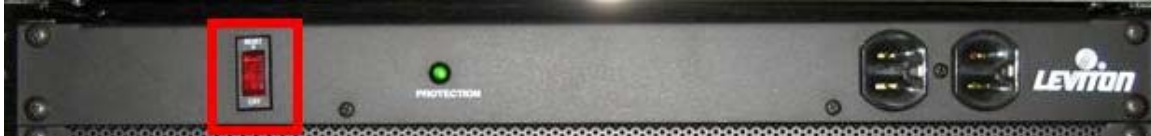


# Operating Instructions for JM 247

## ⇒ Powering Up

In order to use the projection system effectively, you must first power everything up. To do this, press the red button above the System 5 IP. If this button is not pressed, nothing will work. (*Note:* Even though you have pressed this button, you will still need to manually turn on other devices.)



### ► Projector Power:

- ◆ To turn the Projector on, you must press the *On* button on the System 5 IP above the DVD/VCR.



*Please Note:* The Projector will take from a few seconds to a few minutes to turn on.

Depending on what you are planning on using during your presentation, you will need to turn on a few more devices. The following components may be turned on if you require them.

### ► VCR/DVD Player:

- ◆ The VCR and DVD player are combined into one device. To turn on the VCR/DVD player, simply press the *Power* button.



- ◆ If you are planning on using a VHS tape, then you need to press the *Video* button on the DVD/VCR combo unit.



- ◆ If you are planning on playing a DVD, then you need to press the *DVD* button on the DVD/VCR combo unit.



- ◆ When the projector is on, make sure you choose the *VCR* or *DVD* Button on the System 5 IP above the DVD/VCR Player.



➤ **Document Camera:**

- ◆ Turn the Document Camera on. The power button is at the back of the Document Camera, as shown below.



- ◆ When the projector is on, make sure you choose the *Doc Cam* button on the System 5 IP.



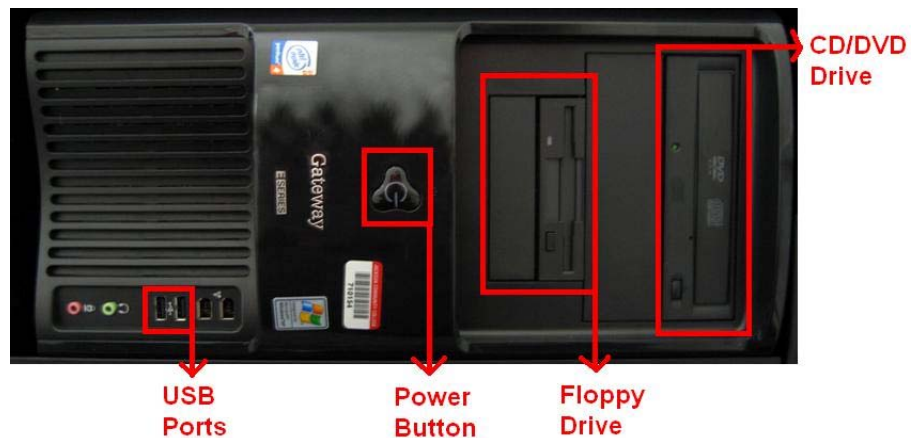
**Please Note:** The Document Camera will display a grainier image than that of the computer on the screen. If you want the Document Camera image displayed by the projector to be sharper than *AutoFocus* (discussed on the next page) and are located in McDivitt, see Karen Marler, the McDivitt Building Secretary, for a remote to manually sharpen the image.

◆ To zoom in or out, press the *Tele* and *Wide* buttons accordingly on the front of the Doc Cam (left image). To have the camera focus on the object automatically, just press the *Auto Focus* button (right image).



➤ **Computer:**

◆ To turn on the rack-mounted computer, just press the *Power* button.



◆ If you have your presentation saved on a floppy, USB, or CD-ROM, you can use it by putting it in the appropriate drives shown above.

◆ To have the projector display what is on the computer, press the *PC* button on the System 5 IP above the DVD/VCR player.



## ► Laptops

- ◆ There is also the option of using a laptop to display information. If the laptop has a JCC network connection, this is simple to add. There will be a cord that connects the laptop to the System 5 IP. You just put the end with the pins in the following slot:



- ◆ To get the projector to display what is on the laptop, press the *Laptop* button on the System 5 IP.



## ► Speakers

- ◆ The speakers are on when the System 5 IP is on, just turn the adjust volume dial to adjust the volume to your liking.



- ◆ To adjust the volume, just rotate the dial on the System 5 IP above the DVD/VCR player. The bars in the green screen show how loud or soft the volume will be.



- ◆ To remove the image on the projector screen, press the *AV MUTE* button. (**Note:** The computer screen will still display the image on the monitor, but the projector will not display the image; the button will glow red when it is pressed. The sounds from the computer will not be muted, however.)



## ⇒ Closing Down

When you are finished using the multimedia room equipment, please check to make sure that all of the following are turned off:

- ◆ The Projector: To turn the projector off, you must press the *Off* button, which is right beside the *On* button on the System 5 IP.  
Note: If you turn off the projector, it will take a few minutes for the projector to fully shut down. Once it shuts down, please make **sure** the projector is turned off before you leave.
- ◆ The DVD/VCR Combo unit: Same way as you turned it on, press the *Power* button.
- ◆ The Computer: Go to Start > Shut Down and make sure Shut Down is selected in the drop down box. Then click *OK*. When it powers off, turn off the monitor.
- ◆ The Sound System: Turn the dial all the way to the left until there are no bars left on the green tinted screen indicating Volume.
- ◆ Cordless Mouse: Place the cordless mouse back in its charger.
- ◆ Main Power: Press the same red button you pushed to turn the power on.
- ◆ Document Camera: Same way as you turned it on, press the *Power* button on the back of the document camera.