

AV INSTRUCTIONAL GUIDE

Using a TV/DVD/VCR Unit

Introduction

VCR/TV preview stations are available for viewing videos in the library. VCR/TV units are also available by booking for classroom instruction.

Terminology

Term	Definition
VCR	<i>Acronym meaning, "Video Cassette Recorder"</i>
Safety tab	<i>Located on the front of every video cassette. When removed, this prevents accidental recording</i>
Key Inhibit	<i>A button found on some VCR's. When set to On, you cannot operate the VCR</i>

What You Get

- ✓ VCR & TV & DVD player Remote control (optional)

Care

- ✓ Never force a video cassette into a VCR.
- ✓ Never place drinks on the equipment
- ✓ Keep away from extreme temperatures, heat, cold and moisture.

Get familiar with these parts of the Equipment

On/Off	Fast Forward/rewind buttons	Open close button
Eject Button	Key inhibit	
Stop & pause buttons		
Play Button		

Basic Operation

- Step 1** Plug the electrical extension cord into an electrical outlet.
- Step 2** Turn the "ON" the TV.
- Step 3** Insert the video into the VCR. Or push the Open/Close button and place the DVD Into the tray.
- Step 4** Press Play on the VCR or DVD player
- Step 5** Adjust the volume on the TV.
- Step 6** Use the stop, pause, fast forward ad rewind buttons as needed.
- Step 7** To stop playing the video or DVD press Stop. Press the eject button to remove a video, or Open/close to remove a DVD.
- Step 8** Turn off the TV, VCR and DVD and unplug.

Operating Tips

- ✓ Check that the volume on the TV is not at the maximum before pressing play.
- ✓ Rewind and remove video before turning off the VCR.
- ✓ Remove safety tab from videos to protect against accidental recording.

Advanced Features/instructions

- ✓ Additional features depend upon the specific make and model of the equipment.
- ✓ For information about advanced features, check with the AV Technician for a copy of the manual for the specific model of the equipment that you are using.

Troubleshooting

The power is on, but the unit does not operate.	<i>Return to AV Technician for another unit.</i>
The desired operation cannot be selected play, etc.	<i>The KEY INHIBIT is set to ON. Set this button to OFF.</i>
Remote Control is not working	<i>Batteries may not be installed, or need replacing.</i>
No Sound or picture	<i>Return to AV Technician for another unit.</i>
Buzz or hum in sound	<i>May be caused by interference – other electrical devices close by. Move the unit to another location. If the problem persists return to AV Technician for another unit.</i>

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.

Cloverdale campus	(604)598-6041	Richmond campus	(604) 599-2582
Langley campus	(604)599-3209	Surrey campus	(604) 599-2216