

AV INSTRUCTIONAL GUIDE

Using a Video Projection Unit

Introduction

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

Terminology

Term	Definition
VHS/DVD combo unit	A component that plays video in both VHS and DVD format.
Key stoning	Key stoning – Occurs when the projected image is narrower at the bottom or top.

What's on the cart

- | | | |
|----------------------|-----------------------------------|------------------|
| ✓ Data Projector | ✓ Speaker System & volume control | ✓ Remote control |
| ✓ DVD/VHS combo unit | ✓ Small cart | |

Care

- | | | |
|--|---|--|
| ✓ Use caution when moving equipment | ✓ Always allow fan to cool projector before unplugging. | ✓ Do not expose discs to dust or fingerprints. |
| ✓ Never force a video or DVD into the player | ✓ Keep away from extreme temperatures, heat, cold and moisture. | |

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

