### Turning on the Power...

1. **Connect to power source** – Plug in power cord from retractable reel on cart. Turn on red switch on power strip (may or may not illuminate). Be careful of cords.
   - PROJECTOR – Press ON/STANDBY button or use Toshiba remote.
   - LAPTOP – Open laptop cover and push power button.
   - VCR – Press power button on VCR or on remote (JVC or Sony brand)

### Laptop Projection...

1. **If computer image isn’t projecting** – Press INPUT button until RGB mode is displayed or press RGB button on Toshiba remote.
2. **To see image on laptop screen** – Hold down the Fn key and tap the F4 key. (This may take more than one try).
3. **Adjusting Zoom/Focus** – Manual zoom/focus rings are on the projector lens.
4. **Volume** – See Volume Control section

### Document Camera Projection...

1. **Camera arm and light bar** – Unfold camera arm and light bar, aim over top of projector. Press arm light to turn on light bar. Re-fold camera arm and light bar when done.
2. **Position document** – Place document or object on top of projector.
3. **Camera button** – Press CAMERA button on panel at rear of projector or press CAMERA button on Toshiba remote.
4. **Focus** – Manually adjust focus by turning focus knob on camera (located near light bar).
5. **Adjusting image size** – Move camera arm up/down to adjust image size. Push the RESIZE button on remote to zoom in (4 levels available).

### Video (VCR) Projection...

1. **Video mode** – Press the INPUT button on the projector repeatedly until video is displayed, or press the VIDEO button on Toshiba/Sony remote.
2. **Play tape** – Insert videocassette and operate VCR with buttons on VCR or remote.
3. **Volume** – See Volume Control section.

### Volume Control...

1. **Powered speaker** – Volume control for laptop and VCR is controlled by the VOLUME KNOB at the front of the powered speaker.
2. **No audio?** – Check to see if the POWER SWITCH on the back is flipped on. Leave this switch always in the ON position. A red light in front of the speaker should be lit to indicate the device is on when supplied with power.

### Powering OFF the equipment...

1. ** Shut down laptop** – Perform normal Windows shutdown procedure on laptop.
2. **Turn off the projector** - By pressing ON/STANDBY button on projector twice or use Toshiba remote. Fan will run for a short cooling cycle. **Wait until fan shuts off.**
3. **Power Strip** - Turn the red switch on the power switch off. This will turn off the VCR and powered speaker.
4. **Unplug power source** - Allow the power cord to retract SLOWLY into the reel.