

Turning Equipment On

Turn on in any order:

1. Document Camera
2. Computer
3. VCR
4. Video Projector
5. Sound Amplifier/Speakers

Switching Between Sources:

(NOTE: A/V equipment runs through Polycom videoconference equipment. Use the “Near” button on the Polycom remote to change sources on the Polycom)

From Computer to Document Camera or VCR:

1. (To Document Camera) Switch Projector to "Video" with the "**Input**" button on the remote to the Projector
2. (To VCR) With Projector on “Video,” switch Document Camera to “Video 1” with the “**Input Select**” button on the front of the Document Camera

From VCR/DVD to Computer or Document Camera:

1. (To Computer) Switch Video Projector to "Computer" with the "**Input**" button on the remote to the Projector.

Turning Equipment Off

Turn off in any order:

1. Sound Amplifier
2. Video Projector
3. VCR
4. Computer
5. Document Camera