**Media**

To View a source on the screen:
1. Press ON from the Projector menu.
2. Wait for the projector to warm up.
3. Select one of the sources from the INPUTS menu. (PC, DOCUMENT CAMERA, DVD/VCR, AUX Video, or Laptop)
4. For DVD / VCR, insert media and use the control buttons on the deck to play or stop your video
5. For PC or Laptop, press the AUTO IMAGE button if the image does not appear correctly on the screen.

Note: Make sure the laptop's external monitor port is on.
If the image appears on the laptop and not on the screen, you may need to activate the external display port on your laptop (Usually by pressing the Fn and F7 keys together). Consult your laptop owner's manual for specific directions.

**Volume**

Turn volume knob to adjust audio

**Exit**

Press the OFF button on the DISPLAY menu. This will turn off the projector and speakers.

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**Media Services**

149 HM-Helpdesk, ext.3822