

To SHOW A **VIDEOCASSETTE** OR **DVD** OR **CD**:

1. On black cart:
 - a. Turn on AMP, RECEIVER and **VCR** or **DVD player**.
 - b. Turn function knob (labeled “VIDEO/DVD”) on RECEIVER until display says **VIDEO1 for VCR** or “**DVD/LD**” for **DVD** or **CD**. Set Volume (large knob) in 45 to 50 range, if necessary.
 - c. Insert **videocassette in VCR** or **disc in DVD player**.
2. On the wall:
 - a. Lower the screen.
 - b. On PROJECTOR control panel, press the “DISPLAY POWER” button quickly.
 - c. Press the “VCR/DVD” button if not already lit.
 - d. Proxima logo should gradually appear on the screen. After 30 second countdown, “INPUT3” should appear briefly in upper left corner of blue screen. *If "INPUT1" displays, press the "VCR/DVD" button on wall ONE more time and wait for "INPUT3" again.*
3. On **VCR** or **DVD player**, press “PLAY” button.

WHEN FINISHED:

1. ON WALL: Turn off PROJECTOR by holding in “DISPLAY POWER” button until blinking starts.
2. **STOP and rewind cassette. Then press STOP to eject from VCR.**
OR Eject and remove disc from DVD player. Close tray.
3. Turn off power on AMP, RECEIVER, and **VCR** or **DVD player**.

PC/LAPTOP PRESENTATION:

- 1. Connect 15-pin monitor port on laptop to “LAPTOP MONITOR” connector on black cart, using extension cables labeled "monitor" provided in bottom drawer of cart.**
- 2. Turn on laptop. Power cable can be connected to floor port.**
- 3. On the wall:**
 - a. Lower the screen.**
 - b. On PROJECTOR control panel, press the “DISPLAY POWER” button quickly.**
 - c. Press the “PC” button if not already lit.**
 - d. Proxima logo should gradually appear on the screen. After 30 second countdown, “INPUT1” should appear briefly in upper left corner of blue screen. Then the display from your laptop should appear on the screen. *If "INPUT3" displays, press the "PC" button on wall ONE more time and wait for "INPUT1" again.***

WHEN FINISHED:

- 1. *ON WALL:* Turn off PROJECTOR by holding in “DISPLAY POWER” button until blinking starts.**
- 2. Disconnect the monitor cables from the laptop and replace in bottom drawer of cart.**

Wireless Microphone Instructions

1. Open door of Wireless Microphone transmitter by squeezing release buttons on both sides simultaneously. Press the ON/OFF button quickly to turn on the transmitter, and then close the door.
2. Switch at top of transmitter must **not** be turned to MUTE.
3. Switch in thin microphone cord must be turned **ON** (word **ON** will show).
4. Attach the transmitter to speaker's clothing.
5. Attach the microphone clip to clothing within 6-10 inches of speaker's mouth.
6. In Media Stand, turn on Microphone Amp.
7. Turn on Wireless Mic Receiver.
8. Talk normally; do not shout. The speakers in the ceiling project sound to the audience and should not be audible from the stage.
 - If necessary, turn up the Master control on the Microphone Amp FRACTIONALLY. Too much volume will create feedback.

When finished:

9. Turn off the transmitter by opening the case door as in step 1 and holding in the ON/OFF button until OFF shows on the display.
 - Also, turn inline cord to off (word OFF will show).
 - **PLEASE LEAVE TRANSMITTER IN THE BOTTOM DRAWER or return to custodians.**
10. Turn off the Wireless Mic receiver by holding in the red ON/OFF button for a second or two.
11. Turn off the Microphone Amp.
12. Close and lock the Media Stand. The key should be placed in the pocket on the left side of the Stand.

Instructions for Wired Microphones (2)

1. Ask custodians for microphones and extension cords.
2. Set mics on table and unwind mic cords.
3. Connect ext. cords (F) to mic cords (M).
4. Unwind mic cords just enough to reach console.
5. Plug ext. cords into MIC 1 and MIC 2 jacks at top left of console.
6. Turn on the MIC AMP (2nd from bottom).
7. VOLUME KNOBS: Keep INPUTS on MIC AMP at 9 o'clock and MASTER at 12 o'clock.
 - If necessary, turn up the MASTER control on the MIC AMP fractionally. Too much volume will create feedback.
8. Speaker's mouth should be within 2-4 inches of the MIC.

When finished:

9. Turn off the MIC AMP.
10. Push buttons on MIC 1 and MIC 2 to release ext. cords.
11. Push clips to disconnect ext. from mic. cords.
12. Coil and tie cords and give ext. cords and mics to custodians.
13. Close and lock the Media Stand. The key should be placed in the pocket on the left side of the Stand.