To Connect a Laptop to the System:
2. For Laptop Audio, plug the Mini-cable (located on the Podium) into your laptop’s headphone jack.
3. Turn on your laptop, if you have not done so.
4. Press the Source Select button [C] on the control panel as indicated by image
   Note: On some models, this buttons is labeled “Computer” or “Comp”.
   Note: If your Laptop does not display after following these steps, make sure your laptop is set to “Exterior Display” mode and your resolution is set to 1024x768.

To Play a DVD or VHS tape:
1. Insert media into the DVD/VHS player. The DVD/VHS player is located on the Equipment Cart.
2. Press video button [D] as indicated in the image to switch to video input.
   Note: On some models, this button is labeled “Video”
3. Press the “DVD” or “Video” button on the front of the Player to switch between the VCR and DVD player. On some models of DVD/VCR players, there is one button labeled “DVD/VCR”.
4. Use the Remote Control to control the DVD/VHS player, make sure the remote is aimed directly at the front of the player or it will not work!
5. To Control Volume:
   1. Use the Volume Up and Down buttons located on the bottom of the Control Panel as indicated as [E] and [F] in the image.
      Note: Some rooms may have unique configurations; if the Control Panel does not have volume buttons or you need assistance in locating the volume controls, please contact Classroom Technology & Events.