

To show a DVD or VHS tape in the Ledford Auditorium

(Room 101)

Go to the kitchenette in Room 113.

From the top left drawer, **get the “Ledford Sound” key.**

Use this key to **open the storage closet** at the back of the Ledford Auditorium.

A) Find the Remote Control(s) for the NEC ceiling-mounted projector and for the Samsung combination DVD/VHS player.

B) Switch “On” the Sound System:

1. Open the gray access panel on the back wall of the Storage Closet,
2. **Turn the “POWER” switch two clicks**
(*through* the “ON” position and *into* the “**OUTPUT**” position.)
3. Make certain all volume controls are aligned with the yellow markers.

C) Switch “On” the ceiling-mounted projector:

1. Stand at the front of the room,
2. Point the NEC remote control directly at the ceiling-mounted projector, and
3. Press and hold down the green “**ON**” button for 5 seconds.
4. **Wait 30 seconds** for the projector to attain full brightness.
(You will see blue light projected at the front of the room.)

D) If you need to lower the screen at the front of the room;

1. Find the white control plate (beside the ventilation grate at the front of the room),
2. Use the “UP”, “**DOWN**” and “**STOP**” **buttons** to lower the screen to match the projected image.

(There are duplicate controls at the back of the room, on the angled wall, above the countertop.)

E) Select your Signal Source:

1. Point the NEC remote control at the ceiling-mounted projector, and
2. Press the “**VIDEO**” button on the remote control until the word “Video” appears on the projected display.
[If “S-Video” appears on the display, press the “VIDEO” button again, as there is no connection through the “S-Video” input.]

Now, move to the combination DVD/VHS player at the back of the room.

- F) 1. Switch “On” the VHS/DVD player** using the “**I/O ON/STANDBY**” button (located on the upper-left corner, on the front of the player).
2. Press the “**VCR/DVD SELECT**” button to select the format you wish to play.
[Either a pale green “VCR” indicator or a pale green “DVD” indicator will illuminate to show which format is providing a signal to the projection system.]
 3. The “**OPEN/CLOSE**” button for the DVD tray is on the right, front face of the player. The “**EJECT**” button for the VHS tape is on the left, front face of the player.
 4. **Use the Samsung remote** or the “**STOP**”, “**PLAY**”, “**REW**ind”, and “**Fast-Forward**” buttons on the player as you would on your video equipment at home.

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- G) Use the **light switches and dimmer controls at the back of the room** to adjust the lighting to desired levels.

BEFORE LEAVING:

- H) **Switch “Off” the ceiling-mounted projector**
1. Stand at the front of the room,
 2. Point the NEC remote control directly at the ceiling-mounted projector,
 3. Press and hold down the “**OFF**” button for 5 seconds.
[The projection lamp will go dark, but a cooling fan will continue to run for approximately two minutes.]
- I) **Return all remotes** to the Storage closet
- J) **Switch “Off” the Sound System**
- K) **Make certain the Storage closet is locked,** and
- L) **Return the “LEDFORD SOUND” key** to Room 113.

A note about MICROPHONES:

Unless you have practical experience setting microphones and mixing sound levels, **do not** attempt to add microphones to the Ledford Auditorium sound system!

Microphones must be requested through the
Campus Events office (760-8533) during regular business hours.