Quick User Guide to the DVD Player in Sargent Lecture Hall

Preparation the DVD Player for Use

1. The instructor station has four doors built into the panel that faces the SMART board wall. Open the left two doors to access the DVD player.
2. Turn on the DVD player by pressing the Standby/On button located on the left side of the player’s front panel.
3. Press the Eject button located just to the right of the DVD player’s LED display window. The DVD tray should slide out. Place your DVD into the holder, label side up. Press the Eject button again to close the tray.

Using the DVD Player

1. A black video screen with the word Panja written on it is built into the instructor table. It is called the Presentation Control Monitor. If its screen is off or displays the Lasell College logo, press your finger anywhere on the screen to start it up. When the white Lasell College screen appears, tap the screen again.
2. Press the Local Presentation option.
3. When the teal Local Presentation Mode screen appears, select DVD.
4. Buttons should appear on the Presentation Control Monitor. These buttons control the DVD player, and should look familiar to anyone who has used DVD players or tape players. Read the labels under each button for explanations of what the buttons do.
5. Press the Play button to start the DVD. The DVD image should appear on the large screen.
6. Use the Program Volume slide bar on the right side of the Presentation Control Monitor to control volume.
7. While you are in Play mode, you can use the S. Fwd and S. Rew buttons to display the picture in slow motion forward or reverse.

Shutting Down

1. When your presentation is complete, you can press the Desktop button on the Presentation Control Monitor to return the overhead projection unit to displaying the PC screen, or you can simply press Exit to turn off the unit.
2. Remove your DVD from the player and turn the power off.
Quick User Guide to the

DVD Player - Troubleshooting

I pressed *Play*, and I can hear the DVD playing, but there is no image.

The overhead projection unit has gone into “sleep” mode. Press *Stop* on the Presentation Control Monitor to stop your DVD from playing, and *Rewind* if necessary. To “awaken” the overhead projection unit, press the *Exit* button on the Presentation Control Monitor, and *Yes, to Shut Down System*. Then tap the white Lasell College screen and select *Local Presentation Mode*. The overhead projection unit will come back on during the *System Initializing* message. At the teal screen, press *DVD* and resume your presentation.

I have exhausted all the suggestions above and the DVD player still will not work.

Call the iTeam Help Desk at extension 2253. There is a phone located near the door to the classroom. If no one answers the phone, leave a voice-mail informing the Help Desk that the DVD player is not working in the Sargent Lecture Hall. Someone will arrive shortly to address the problem.

**iTeam Help Desk x2253**