Quick User Guide to the
VCR in Sargent Lecture Hall

Preparing the VCR 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 VCR.
2. Turn on the VCR by pressing the Power button located on the left side of the VCR’s front panel.
3. Insert your tape into the VCR. The tape will begin to play automatically. Press the Stop button located just below the bottom right corner of the slot where you inserted the tape.
   **NOTE:** If you do not press Stop at this point, you will have to press Stop on the Presentation Control Monitor later or you will not be able to control the VCR using the Presentation Control Monitor.

Using the VCR
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 VCR.
4. Buttons should appear on the Presentation Control Monitor. These buttons control the VCR, and should look familiar to anyone who has used VCRs or tape players. Read the labels under each button for explanations of what the buttons do.
5. Press the Play button to start the video. The VCR 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 Fwd and Rew buttons to display the picture in fast motion forward or reverse. You do not need to continue pressing the buttons for the fast motion to continue – you can just press them once, and the fast motion will continue until you press Play to return to normal speed or Stop to stop playing.

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 tape from the VCR and turn the power off.
Quick User Guide to the

VCR - Troubleshooting

I press the *Pause* button on the Presentation Control Monitor, but the VCR keeps playing.

Press the *Stop* button on the Presentation Control Monitor, then press *Play* and *Pause*.

(This happens because the VCR player automatically goes into *Play* mode when a tape is inserted, but the Presentation Control Monitor does not know that the tape is being played. The Presentation Control Monitor thinks the tape is stopped, so it does not respond to pressing the *Pause* button.)

I inserted the tape a while ago, and now I want to play it, but the Presentation Control Monitor buttons don’t do anything.

After 10 minutes or so of inactivity, the VCR will turn itself off. Open the doors and press the VCR’s power button to turn the VCR back on again.

I pressed *Play*, and I can hear the tape 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 tape 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 *VCR* and resume your tape.

I have exhausted all the suggestions above and the VCR 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 VCR is not working in the Sargent Lecture Hall. Someone will arrive shortly to address the problem.

iTeam Help Desk x2253