



## The Quick and Easy Guide to Using the Barker Media Room

### Most importantly:

- Please do not use the power button directly on the TV. Please use the power button on the **black control box** attached to the TV.
- Please do not use the "source" button on the VCR. You can change from DVD to VCR source on the **black control box** attached to the TV. This assures the highest quality picture.

**Instructions for displaying PCs to the TV, watching TV, DVDs, etc. are on the back of this sheet.**

### Troubleshooting tips:

- Be sure black control box attached to the TV is "ON" and set to "PC".
- No video or audio? Be sure the "PIC MUTE" or "AUDIO MUTE" buttons on the black control box are **not** selected.
- If the screen is displaying the "Tandberg" Menu, the system may not have been returned to normal mode after a teleconference call. At the service desk, ask for the Tandberg remote and using that, press the "PC" button, then the "selfview" button. Be sure to return the remote to the service desk.

## How do I...

### Use the lectern PC to display to the TV?

1. Turn on the TV **using the black control box** attached to TV and press the ("PC") button.
2. On the small box sitting inside the lectern/podium, flip the small silver switch upwards. This is where the switch should be as a default.
3. You should now have audio and video from the lectern PC on the large TV.
4. If you wish to connect a USB device to the lectern PC, please do so through the USB ports on the side of the monitor.

### Use a laptop to display to the TV?

1. Turn on the TV **using the black control box** attached to TV and press the ("PC") button.
2. Plug the video cable to the right of the monitor into your laptop. You can also plug the audio cable jack into your laptop's "headphone" or "line out" jack if you require sound.
3. On the small box sitting inside the lectern/podium, flip the small silver switch downwards.
4. You should now have audio and video from your laptop on the large TV.

### Watch TV?

1. Turn on the TV **using the black control box** attached to the television.
2. Press the "VCR" button. If it does not give a TV signal, press the "Source" button on the combo DVD/VCR below (ideally, this button is never pressed).
3. Use the channel buttons on the DVD/VCR to navigate through the channels.

### Watch a DVD?

1. Turn on the TV **using the black control box** attached to the television.
2. Press the "DVD" button.
3. Insert a DVD into the DVD player below the TV.
4. Use the controls on the DVD player to navigate the DVD.

### Watch a VHS film?

1. Turn on the TV **using the black control box** attached to the television.
2. Press the "VCR" button.
3. Insert a tape into the VCR player below the TV. If you do not see the video being played, please press the "Source" button the VCR.
4. Use the controls on the VCR player to navigate.

### Make or receive a teleconference call?

Directions for teleconferencing using the Tandberg H.323 compatible system are on a separate sheet.

