



DONNELLY COLLEGE

Marian Hall Operating Instructions for AV Cart (Turning ON equipment - play a DVD)

Open Laptop

1. If screen does not come on, push the button next to the Orange Dot.
2. Turn on projector using the ON STANDBY button.
3. Place disc (DVD) Into Samsung DVD Rom which is located beside the projector. Wait 40 seconds.
4. When options pops up on the screen, click the PLAY DVD option (this will be the **second option**, highlighted in blue). Click OK.
5. You may adjust the volume on the keyboard on top of the cart using the +/- button.
6. To make video full screen, click the square on the top right using your mouse on top of the window open in the screen. (Windows maximize option).
7. When finished playing the DVD. Eject your DVD and close the laptop. Press the STANDBY/ON button on the projector twice. After pushing the button **twice**, the projector will shut off.

If you need further help operating the AV cart, please contact Jaime Fuentes at ext. 289 or by email at jfuentes@donnelly.edu. The Computer Department can also be contacted at ext. 295.

PLEASE DO NOT DISCONNECT ANY CABLES.

Thank You for your cooperation.

A television cart with VHS and DVD capabilities is available from the teacher's room.