

LIBERAL ARTS – Scan Converter/AVP Instructions

The following applies to LA 1001, 1002, 1018, 2003, 2004, 2005, 2023, 2029, 2030, and 2031 **ONLY**.

To display a computer image on the TV:

1. Turn the TV power **ON**.
2. Using the Channel Up/ Down buttons or the remote and set the TV to AV 2.
3. Turn the computer power **ON**.
4. Turn the *Scan-It!* scan converter power **ON**.
5. Follow the instructions on the ***Scan-It! Instructions for Use*** sheet to use the scan converter. (See Tips for Tips for Using PowerPoint Images on TV Screens)

VCR/DVD Instructions

To play a VHS video:

1. Turn the TV power **ON**.
2. Using the Channel Up/Down buttons, set the TV to **AV 1**.
3. Turn the VCR/DVD power **ON**.
4. Insert your tape into the VCR. Press Play.

To play a DVD :

1. Turn the TV power **ON**.
2. Using the Channel Up/Down buttons, set the TV to **AV 1**
3. Turn the VCR/DVD power **ON**.
4. Put your DVD into the player (press Open/Eject and insert disc). DVD player should automatically play. If not, press Play. If you don't want it to play immediately, press Stop.

**** If you need assistance, or have any questions, call: ITS Technical Help Desk: 464-1838 ****

Scan-It! Instructions for Use

Remote Control Function:

* **Power:** switches the Scan-It! on/off



Area Zoom: provides quick selection of the screen area to magnify



* **Zoom:** press this button to zoom in or out of the computer image on the TV



Freeze: press this button to freeze or unfreeze the computer image on the TV (note the LED indicator on the unit)

* **Overscan:** toggles between Overscan (displays the computer image on the TV to the fullest – the image will be chopped off at the borders when displayed this way) and Underscan (the computer image will be completely displayed on the TV)

Sharpness: when pressed successively, alternates between 7 levels of sharpness – press until you find the level of sharpness you want

Height: press  to enlarge the height of the computer image on the TV; press  to reduce the height of the computer image on the TV

Width: press  to enlarge the width of the computer image on the TV; press  to reduce the width of the computer image on the TV

Brightness: press  to decrease the brightness level; press  to increase the brightness level – there are 4 brightness levels to choose from

PAN/POS: toggles between PAN (allows you to move around the computer image on the TV) and POS (allows you to change the position of the computer image on the TV – you can move the image left, right, up, or down)

Color: when pressed successively, alternates between 8 types of colors – allows you to change the color of the pointer and the frame surrounding spot areas

Spot: highlights a certain area in your presentation – the highlighted area will be surrounded by a colored frame and areas outside the frame will appear dark; to adjust the size of the “spotlight,” use the WIDTH and HEIGHT buttons; to move the “spotlight” to another area, use the POSITIONING AND MOVEMENT CONTROL buttons

Pointer: functions like a laser pointer; use the WIDTH button to extend the point into a line and change it back to a point; use the POSITIONING AND MOVEMENT CONTROL buttons to move the point (or line)

Spylight: highlights certain areas of your presentation and darkens the rest; use the POSITIONING AND MOVEMENT CONTROL buttons to highlight more or less of the Screen

* **Positioning and Movement Control:**

Use these buttons to –

- Move around the computer image on the TV
- Change the position of the image
- Move the pointer to another area on-screen

- Highlight other areas on the screen
- These buttons are also found on the Scan-It! Touch button panel.

Tips for Using PowerPoint Images on TV Screens

1. Make your text font size large (40 pt. or larger for titles, and 32 pt. or larger for subpoints).
2. Select dark background colors for your slide with white or yellow as the contrasting text color.
3. Keep your images and text away from the edges of the slide and more centrally located on the slide.
4. Don't try to put too much information on any single slide. A title and three or four lines of sub-text for each slide would be appropriate. Add new slides instead of squeezing information on a single slide.
5. Save your presentation as a "PowerPoint Show" on a floppy diskette for use in the classroom computer.

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