

AV INSTRUCTIONAL GUIDE

Using a Slide Audioviewer

Introduction

Slide Audio viewers are combined slide/audio projectors with a built-in screen. These units are used primarily for individuals, or small groups. Audio is made available through the use of an accompanying cassette that is played simultaneously while viewing the slides. Some cassettes will even automatically advance the slides.

Terminology

Term	Definition
Slide tray	<i>Used to hold the slides for transportation and mounting on the slide audio viewer.</i>
Select button	<i>Used for emergency removal of the slide tray.</i>
Gate index	<i>Location on the projector which shows the number on the revolving slide tray. For installation and removal of slide tray, always set to "0".</i>
Locking ring	<i>Located on top of every slide tray. This ring when set to the 'Locked' position keep the slides from falling out of the tray when the tray is turned upside down.</i>

What you get

- ✓ Slide Audio Viewer

Care

- ✓ Handle slides by frame only.
- ✓ Whenever possible use 40 slot trays. 140 slot trays jam more easily.
- ✓ When using a slide/cassette with automatic advance, ensure that the slides and cassette start at the proper place. View the introductory slide or cassette for instruction.

Get familiar with these parts of the Equipment

On/Off	Magnification lever	Locking ring on slide tray
Focus control	Location of cassette player	Play button
Forward/reverse button	Select button	
Location of Gate index		

Basic Operation

- Step 1** Plug the power cord into the electrical outlet, with power OFF.
- Step 2** Install the slide tray with the “0” at the projector gate index. Check that the bottom metal plate on the slide tray is also set to “0”.
- Step 3** If there is an accompanying cassette, insert it into the cassette player & close the door.
- Step 4** Turn On the projector
- Step 5** Press Play on the cassette player if there is an accompanying cassette.
- Step 6** Press the Forward button to see the first slide.
- Step 7** Use the Focus button to bring the slides into proper focus.
- Step 8** Use the Forward/reverse button to view the slides.
- Step 9** Removal of slide tray. Use the Select button to position the slide tray with “0” at the projector gate index.
- Step 10** Remove the slide tray from the projector by lifting straight up.
- Step 11** If a cassette was played, press stop, eject to remove the cassette.
- Step 12** Turn the power Off & unplug.

Operating Tips

- ✓ Always check that the locking ring on the top of the slide tray is securely locked.
- ✓ Always check that the metal plate on the bottom of the slide tray is set to “0” for proper installation.

Advanced Features/instructions

- ✓ Additional features depend upon the specific make and model of the equipment.
- ✓ For information about advanced features, check with the AV Technician for a copy of the manual for the specific model of the equipment that you are using.

Troubleshooting

Jammed slides	<i>Contact the AV Technician for removal</i>
Slides fall out of tray when turned upside down	<i>Locking ring on top of tray not in place. Put locking ring in place & secure.</i>
Image upside down or backwards	<i>Slide is inserted incorrectly. Remove slide & insert properly. Hold the slide so it looks upside down & backwards, insert into tray.</i>
Tray will not advance to next slide, or tray does not fit into the projector.	<i>The tray is not properly aligned/installed. Contact the AV Technician for assistance.</i>
Screen is black	<i>An advanced feature in which the Shutter remains closed, when there is no slide present. Advance to a slide.</i>

Training

If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment. **An Audiovisual Technician is available Monday – Friday 8:30 am – 4:30pm.**

Cloverdale campus	(604)598-6041	Richmond campus	(604) 599-2582
Langley campus	(604)599-3209	Surrey campus	(604) 599-2216