INSTRUCTIONS FOR USE OF ROOM 302

**To Turn ON the Projector:**
1. Press the Power button (red, top left button) on the Panasonic remote control. Wait 10 seconds for the motor to start.
2. The projector will take 60 seconds to warm up.

**To Turn OFF the Projector:**
1. Tap the Power button on the Panasonic remote control, then tap it again after the “Power off?” message appears on the screen.
2. The Data Projector will take 90 seconds to cool down.

*Please remember to turn off the Data Projector when you are finished! Turning off the Projector saves energy and preserves lamp life!*

**To use the computer in 302:**

The computer will auto-login. If the computer asks for a password, restart the computer.

1. Hit PC1 button on bottom-left of projector controller (see picture at top).
2. Blue button under desk switches input between PC (1) and laptop (2). The green light should be lit next to 1 (see picture at left).

**To Play a DVD or VHS tape:**

1. Insert media into the DVD/VHS player in front of room. (Sound is controlled with the system underneath. See photo below.)
2. Press “Video” on the projector controller (see picture at top).
3. Press play on the DVD/VHS player. (Note: You can also play DVDs using the computer’s DVD drive.)

**To Connect a Laptop:**

1. Turn on desktop computer using steps above.
2. Connect the Laptop using the blue cable located near the computer.
3. Connect the USB cable to your computer to use the mouse.
4. For Laptop Audio, plug the Mini-cable into your laptop’s headphone jack.
5. Turn on your laptop, if you have not done so.
6. Hit PC1 button on projector controller (see picture at top).
7. Blue button under desk switches input between PC (1) and laptop (2). The green light should be lit next to 2 (see picture above).

**To Control Volume:**

Make sure sound box power light is on (underneath the VCR). Buttons on the sound box are labeled DVD/VCR and PC. Push desired button. To change volume turn right knob labeled Master Volume.

**If you have questions:** Contact Kristina Courtnage Bowman at 543-6526 or kriscb@uw.edu.