INSTRUCTIONS FOR USE OF ROOM 304

To Turn ON the Projector:
1. Press the Power button (top-right button) on the 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 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 304:
The computer will auto-login. If the computer asks for a password, restart the computer.

1. 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).
2. If the desktop does not show up on the screen hit the “Source” button on the remote (see picture above) to toggle between RGB (computer) and video (VCR/DVD) modes.
3. To plug in USB drive: USB slots are on the back of the computer box or on the back of the keyboard. The drive will show up in “My Computer.”

To Play a DVD or VHS tape:
1. Insert media into the DVD/VHS player (see picture below).
2. Press “Source” on the projector controller (see picture at top) to get to Video mode.
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.
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. 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). The “Source” button will switch between DVD (for VCR/DVD player) and CD (Computer). Push the “Source” button until you reach desired setting (see picture at left). To change volume turn right knob labeled “Volume.”

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