

INSTRUCTIONS FOR USE OF ROOM 322

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 322:

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

1. If the PC desktop does not show up on the screen hit the “Input Select” button on the remote (see picture above). “Computer In” will display the PC desktop; “Video In” will display the VCR/DVD player.
2. **To plug in USB drive:** USB slots are on the front of the computer box. 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 “Input Select” on the projector controller (see picture at top) to get to “Video In.”
3. Press play on the DVD/VHS player or on the DVD/VHS remote control. (Note: You can also play DVDs using the computer’s DVD drive.)

To Control Volume:

Make sure sound box power light is on (underneath the DVD player). Push the “Source” button until you reach desired setting: “HDMI 1” for PC volume or “DVD” for DVD/VHS player volume. To change volume turn right knob to desired volume level.

To Livestream using classroom camera:

1. Open DV Driver from the desktop
2. Open Livestream Procaster using shortcut icon and sign in.
3. Camera should be on 2. DVdriver
4. Click the big “Go Live” button. Anyone can view your live broadcast at your www.livestream.com channel.
5. You can preview your video in the left corner. To make the preview window bigger, click on it.
6. You can switch between showing the camera, showing your desktop, or both.
7. After clicking “Stop” you will have the option to “Delete Recording” or “Save Recording.” Once you delete your recording you cannot get it back.
8. If you saved your recording it will be available for viewing on your Livestream channel.

To Skype using classroom camera:

1. Open DV Driver from the desktop
2. Open Skype and sign in to your Skype account
3. Click Tools > Options > Video Settings
4. "Select Webcam: DVdriver"
5. Select the contact who you would like to call or video call. Push the green "Call" button.

If you have questions: Call 206-543-6526 or 206-543-4763.