

## ATREL 116

### Turning the System On

- Press the **[ON]** button once.
- The buttons will flash for approximately 30 seconds as the projector starts up. You may now select a source (The PC is the default source).

**Note: The system must be turned on before sources can be selected.**

### Using the Resident PC

- If the PC is not already selected, press the **[PC]** button on the control panel.

**Note: If the PC is selected but is not displaying, ensure the PC is both on and awake.**

### Using a Laptop

- Connect your laptop to one end of the HDMI or VGA cable and ensure that the other end is plugged into the input panel.
- Select the **[HDMI]** or **[VGA]** button on the control panel corresponding to the cable used to connect the laptop.

**Note: Depending on your laptop model, you may need an adapter. Adapters can be borrowed on short term loan (4hrs.) from an Engineering IT Help Desk.**

### Turning the System Off

- Press the **[Off]** button once.
- The buttons will flash for 30-90 seconds as the system shuts down.

### Ad Hoc Recording

- Press the **[REC]** button once to start an ad hoc recording
- Use **[PAUSE]** to temporarily stop recording, push it again to resume recording
- Use **[MARK]** to place a reference in the video file at the current time
- Press the **[STOP]** button to stop recording and begin processing and uploading (if configured) the video file

## How to configure streaming events in the ICT classroom:

1. Log into YouTube and Navigate to the [Live Streaming > Events page](#)
2. Find **Template - Kent Lecture Series** and click **New live event from these settings**
3. Update the live event's metadata
  1. Under **Info and Settings > Basic Info** change: event title (recommended title: Kent Lecture Series - Month Day, Year), start date & time, end date & time, time zone, and description
  2. Change the event privacy from **Unlisted** to **Public**.
  3. Click **Save Changes**

## How to start a configured live stream in the ICT classroom:

1. Log into YouTube and Navigate to the [Live Streaming > Events page](#)
2. Find the event which you would like to start and click its "Live Control Room" button
3. Click **Preview** - click **OK** on the notice about starting the preview
4. Uncheck **Sync to Preview Player** and click **Start Streaming** to begin the event - click **OK** on the notice asking if you are sure.

## How to stop an active live stream:

1. Log into YouTube and Navigate to the [Live Streaming > Events page](#)
2. Find the active live stream (should have a "Live Now" bug next to the thumbnail) and click its **Live Control Room** button
3. Click **Stop Streaming** - click **OK** on the notice that the stream cannot be restarted