General Directions
1. Press the Crestron touch screen (located on the right side of the podium).
2. Press the SOURCE CONTROLS button and choose a Video Source:
   - Podium PC
   - Aux Laptop
   - VCR
   - DVD
   - Cable TV
   - Podium Aux Vid1
3. The LCD projector will automatically turn on once you have made a selection.
4. To control the volume, select either PROGRAM (for computer/video sound) or
   SPEECH (for microphone volume) and use the up and down arrows to raise or
   lower the volume. (MUTE can also be activate or deactivated from here.)

To view the podium computer
1. Press the Power button on the right rear of computer (if necessary, to turn it on).
2. Press the Podium PC video source on the touch screen.
3. Click on the Mac or Windows logo (on the monitor) to select an operating system.
4. For Mac, login using your NetID and password.
5. For Windows, please contact Media Services for the password.

To view a laptop computer
1. Connect a VGA cable to the Aux Laptop Plate on the podium. (if not attached)
2. Connect the laptop to the VGA cable (audio cable too if necessary)
3. Press the Aux Laptop source on the touch screen.
4. Turn on the laptop computer.

To play an audio CD (via the computer)
1. Insert the compact disc into the front slot of the Mac Mini.
2. Select iTunes, in Applications, if it doesn’t open automatically.
3. Use the iTunes on-screen controller to Play, Pause, Stop, and Eject the compact disc.

To play a DVD (via the computer)
1. Insert the DVD into the front slot of the Mac Mini.
2. Select DVD Player, in Applications, if it doesn’t open automatically.
3. Use the on-screen controller to Play, Pause, Stop, and Eject the DVD.
4. Adjust the volume as desired.

To view a DVD (via the DVD/VCR)
1. Press DVD video source on the touch screen.
2. Press open/close button on the DVD/VCR to eject the DVD tray. Insert the DVD.
3. In order to control the DVD use the touch screen control pad.
4. To access the DVD’s menu via the touch screen, press MENU on the touch screen. Use the ← → and ↑ ↓ touch screen buttons to navigate the menu. Press ENTER to view your selection.
To view a VCR (via the DVD/VCR)
1. Press VCR video source on the touch screen.
2. Insert your videotape into the DVD/VCR. It will start to play automatically.
3. You can control the Video via the controls on the touch screen panel.

To view Cable TV
1. Press Cable TV on the touch screen.
2. The channel is preset and must be changed manually. Please contact Media Services in advance to set a specific channel.

Final Shutdown
1. Eject all videos, compact discs, DVDs, memory sticks, etc.
2. Place the mouse in the keyboard tray.
3. Log out of the computer by pulling down the Apple menu and select LOG OUT [User's Name]. This will close any open applications and disconnect from eDisk.
4. Do Not Shut down or Power off the computer.
5. Always shut the Crestron touch-screen system down completely. If you do not, you will cause problems for the next user.

To shut the Crestron system down
1. Press the POWER button on the touch screen.
2. “Are you sure you want to exit and shut the system down?” Press Yes.
3. The LCD projector will cool down and shut off automatically.