General Directions
1. Press the Crestron touch screen.
2. Press the **Source Controls** button on the touch screen.
3. Choose a Video Source from the touch screen:
   - **Computer Laptop**
   - **VCR**
   - **DVD**
4. The LCD projector will automatically turn on once you have made a selection.
5. To control the volume, move the sliding bar on the right side of the touch screen.
6. Press the **Room Controls** button on the touch screen to adjust the room lights.
   (N.B. – always return the lights to full power and un-mute the volume or video before you shut down the system.)

To view the internal computer
1. Press Power button on the right rear of the computer (if necessary, to turn it on).
2. Press the **Computer** source on the touch screen.
3. Log in to the computer using your F&M Unified Name and Password.

To view a laptop computer
1. Connect the laptop’s VGA cable to the **Laptop** jack on the podium.
   (N.B. – you may also connect an ethernet cable or audio cable if you desire)
2. Press the **Laptop** source on the touch screen.
3. Turn on the laptop computer.
   (N.B. – Projector must be fully warmed up before it will display the laptop image)

To play an audio compact disc (via the computer)
1. Insert the compact disc into the front slot on the computer.
2. Select **iTunes**, in **Applications**, if it doesn't open automatically.
3. Use the 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 on the computer.
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.

To view a DVD (via the DVD/VCR)
1. Press the **DVD** source on the touch screen.
2. Press the button on the DVD/VCR to eject the DVD tray. Insert the DVD. Press button to close tray.
3. Use the on-screen controller to navigate and play the DVD selections.
4. Press the **Menu** button to see the DVD’s menu selections. Use the ← → and ↑ ↓ touch screen buttons to navigate the menu. Press **Enter** to view your selection.
5. Eject the tray and remove the DVD when you have finished.
To view a Video (via the DVD/VCR)
1. Press the VCR source on the touch screen.
2. Insert your videotape into the DVD/VCR. It will start to play automatically.
3. Use the on-screen controller to Play, Pause, Rewind, Fast Forward, and Stop the video.
4. Eject your video when you have finished.

To restart the computer (if necessary)
1. Pull down the Apple menu.
2. Select Restart.

Final Shutdown
1. Eject all videos, compact discs, DVDs, memory sticks, etc.
2. 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. Do Not Shut down or Power off the computer.
3. 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 Exit System on the touch screen.
2. Press Yes.
3. The LCD projector will cool down and shut off automatically.
   (N.B. - If you turn the projector OFF individually on the touch screen (not recommended), you must still follow the prompts to Exit System so that everything shuts down properly and works correctly for the next user.)

For Assistance, Call:
291-4279   TEC Assistance Hotline, OR
358-4467   Wendy Baker Davis