General Directions
1. Press the Crestron touch screen (located on the right side of the podium).
2. Press the Video Sources button on the touch screen.
3. Choose a Video Source from the touch screen:
   - PC (Mac)
   - Laptop
   - DVD
   - Aux Vid
   - VCR
4. The front screen will automatically lower into place, once you have made a selection.
5. The LCD projector will turn on, automatically, as well.
6. Slide the bar on the right side of the touch screen to control the volume.
7. Press the Environ button on the touch screen to adjust the room lights and/or the front screen.
   (N.B. – always return the lights to full power and un-mute the volume or A/V before you shut down the system. Normally, there is no need to adjust the screen outside of the startup and power off sequences)
8. The Help button describes the function of each button on the touch screen.
   (N.B. – The “Call for Help” button is not an activated feature of this system)

To view the internal computer
1. Press the POWER button on the right rear of computer (if necessary, to turn it on).
2. Press the PC video 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 video source on the touch screen.
3. Turn on the laptop computer.

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 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. You can control the DVD in two ways: via the touch screen control pad; and via the controls on the front of the DVD/VCR player.
4. To access the DVD's menu via the touch screen, press More Controls on the touch screen. Press Menu to see the DVD's menu selections. Use the ← → and ↑↓ touch screen buttons to navigate the menu. Press Enter to view your selection.
5. Press **More Controls** again to toggle between the two touch screens that control the DVD.
6. Press the **Return** button on the Crestron touch screen to return to the main controls at any time.

**To view a Video (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 in two ways: via the touch screen control pad; and via the controls on the front of the DVD/VCR player.
4. To access the cable TV tuner, press **More Controls** on the touch screen. Type in the channel number on the keypad. The channel will change immediately and the broadcast will appear.
   **N.B.** – Please return the VCR to Channel 01 when you have finished, to avoid cable TV interruption when a video is stopped or started.
5. Press **More Controls** again to toggle between channel keypad and VCR controls.
6. Press the **Return** button on the Crestron touch screen to return to the main controls at any time.

**To view the Web/Doc camera**
1. Press **Aux Vid** video source on the touch screen.
2. Position the camera downwards to capture a document, or aim towards the person, or persons, you wish to appear on camera.
3. Twist the focus ring to bring the object into focus.
   (N.B. - It may help increase the light on a document to turn on the gooseneck lamp / full room lights.)
4. The image will appear on the front screen.
5. Press the **Return** button on the Crestron touch screen to return to the main controls at any time.

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

**Final Shutdown**
1. Eject all videos, compact discs, memory sticks, DVDs, 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 system down completely.** If you do not, you will cause problems for the next user.

**To shut the Crestron system down**
1. Press **Power** 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.
4. The front screen will automatically rise and retract.

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