Basic Routing Controls

General Directions
1. Press the Crestron touch screen on the podium-top to activate it.
2. Press the Basic Routing button.
3. Choose your Video Source:
   - DVD/VCR
   - Doc Cam
   - Room PC
   - Aux PC
   - Aux Video
4. Choose the projector(s) you will send the source to. Under Send to Display, press Window Projector or Door Projector.
5. The Screen will automatically lower, and the LCD projector will automatically turn on, once you have made a selection.
6. To control the volume, press up or down arrow on the right side of touch screen.
   (N.B. - you will only hear the audio of the last source selected. If you wish to hear another source, reselect it as you did in steps 2 and 3 above.)
7. The Environment controls can be used to raise/lower screens, mute image, and turn on/off projectors.
   (N.B. - Always use the Basic Routing button for initial startup and Power button for final shutdown.)
8. The Help button is disabled.
9. See Advanced Routing Controls QuickStart for Advanced Routing/Plasma usage.

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 Room 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. Attach a VGA cable, from your Laptop to the Aux PC jack on the rack.
   (N.B. - you may also connect an ethernet cable and an audio cable if you desire)
2. Press Aux PC 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/VCR 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 via the touch screen controls.
4. Press More Controls to access the DVD menu.
5. Press More Controls, then press Function, scroll down the list and select Menu, to see the DVD’s menu selections. Use the ←→ and ↑↓ touch screen buttons to navigate the menu. Press the Enter button to view your selection.
6. Press Transports button to go back to the DVD/VCR playback controls.
7. Press Return button to return to the Source Selection screen.

(N.B. – the DVD or VCR image can also be viewed and controlled via the touch screen)

To view a Video (via the DVD/VCR)
1. Press DVD/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 touch screen control panel.
4. Press Return to return to the Source Selection screen.

(N.B. – Use Drive Select button to switch between DVD or VCR image)

To view an item on the Document Camera
1. Press Doc Cam video source on the touch screen.
2. Press the Power switch, located on the left side of the Document Camera.
3. Press and hold button below Lights at the front edge of the Document Camera.
4. Verify that Input Select is set to Camera on the Document Camera.
5. Make sure the Auto Focus button is illuminated on the Document Camera.
6. You can control the image via the Crestron touch-screen controls. You can turn the camera lights on and off, zoom in and out, and auto focus.
7. When you have finished, press the Power switch to turn the Doc Cam off.
8. Press Return button on the touch screen to return to the Source Selection screen.

Use of the Sympodium and SmartBoard Software
See the QuickStart Sympodium Interactive Pen Display.

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. Place the mouse in the keyboard tray.
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 the green Power button on the touch screen.
2. “Are you sure you want to exit and shut the system down? Press Yes.
3. The screen will retract into the ceiling and the LCD projector will cool down and shut off automatically.

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