General Directions
1. Press the Crestron touch screen on the podium-top to activate it.
2. Press the Video Sources button. Choose your source:

| DVD/VCR | Room PC | Doc Cam | Aux PC | Aux Video |

3. Choose the projector(s) you will send the source to. Under Send to Display, press Window Projector or Door Projector.
   (N.B. - You must repeat this step each time you change your source.)

4. The Screen will automatically lower, and the LCD projector will automatically turn on, once you have made a selection.
5. 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.)
6. The Environment controls can be used to raise/lower screens, mute image, and turn on/off projectors.
   (N.B. - Always use the Video Sources button for initial startup and Power button for final shutdown.)
7. The Help button is disabled.

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. Press open/close.
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** to return to the Source Selection 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 the **Drive Select** button to switch between the **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. Remove the lens cap, if necessary.
4. Press and hold button below **Lights** at the front edge of the Document Camera.
5. Verify that **Input Select** is set to **Camera** on the Document Camera.
6. Press **W** or **T** buttons located below **Zoom** to view your object at size you prefer.
7. The **Auto Focus** button must be illuminated to allow auto-focus of your image.
8. When finished, press the **Lights** button and power switch to turn the Doc Cam off.
9. Press the **Return** button on the touch screen to return to 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 ceiling. The LCD projector will cool down and shut off automatically.

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