General Directions
1. Press the Crestron touch screen on the tabletop to activate it. If the screen is folded into the table, press firmly on the rear edge to tip it up to view.
2. Press the raised Sources button to the left of the touch screen. Choose your source:

   DVD/VCR  AuxPC
   Aux Video  (Table) Laptop

3. The Plasma screen will automatically turn on once you have made a selection.
4. To control the volume, press up or down arrow on right side of the touch screen.
5. Environment button controls can be used to manually control the plasma screen.
   (N.B. – Always use the Sources button for initial startup and the Exit button for final shutdown.)
6. The Help button is disabled.

To view a laptop computer
1. Attach the VGA cable, located below the touch screen, to your Laptop.
   (N.B. – you may also connect the ethernet cable and the audio cable if you desire)
2. Press (Table) Laptop video source on the touch screen.
3. Turn on the laptop computer.

Use of the A/V cabinet laptop
1. Unlock the bottom drawer of the A/V cabinet to access the laptop.
2. Unplug the laptop from its power cord.
3. Attach the VGA cable to the white dongle. Attach the Ethernet and audio cable.
   (NB – The Ethernet cable must be attached to the laptop computer to log in.)
4. See To view a laptop computer above.

NB – If your entire desktop does not appear on the projected image, go to System Preferences > Displays > Arrangement, and check mark Mirror Displays. You should now see your complete image.

5. When you have finished, be sure to shut down the laptop completely. Pull down the Apple menu, and select Shutdown.
6. Detach the VGA, Ethernet, and audio cables. Do not detach dongle from laptop.
7. Reattach the power cord to the laptop. Slide the laptop into its drawer with the power cable end towards the back of the drawer and the dongle end towards the front. This will allow the laptop to recharge for the next user.
8. Please lock the drawer!

To play an audio compact disc (via the laptop)
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 laptop)
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. Open the A/V cabinet.
3. Press open/close button on the DVD/VCR to eject the DVD tray. Insert the DVD. Press open/close.
4. You can control the DVD via the touch screen controls
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 the Transports button to go back to the DVD/VCR playback controls.
7. Press the Drive Select button to alternate between a DVD and a videotape.
8. Press the Sources button 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. Open the A/V cabinet.
3. Insert your videotape into the DVD/VCR. It will start to play automatically.
4. You can control the Video via the touch screen control panel.
5. Press the Drive Select button to alternate between a DVD and a videotape.
6. Press the Sources button to return to the Source Selection screen.

Final Shutdown
1. Eject all videos, compact discs, DVDs, Memory sticks, etc.
2. Turn off the laptop. Attach it to its charger.
3. Lock the laptop drawer.
4. **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 raised Exit button to the right of the touch screen.
2. "Are you sure you want to exit and shut the system down? Press Yes.
3. The Plasma screen will cool down and shut off automatically.

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