General Directions

1. Press the Crestron touch screen on the table-top to activate it. If the screen is folded into the table, press firmly on the front edge to release it, then tip up to view.
2. Press the red Power button on the screen.
3. Press the Sources button. Choose your source:
   - PC (Mac)
   - Laptop
   - DVD
   - VCR
   - Doc Cam (disabled)

4. The LCD projector will automatically turn on once you have made a selection.
5. Plug the audio cable (below the touch screen window) into the headphone jack, on the desktop computer, to send sound to the room speakers. To control the volume, press the up or down arrow on the right side of the touch screen.

To view the desktop computer
1. Press Laptop video source on the touch screen.
2. Log in to the computer using your F&M Unified Name and Password. (N.B. -- Use the DVD/VCR player in the A/V cabinet to play a DVD or an Audio CD.

To view a laptop computer
1. Detach the VGA cable, connected to the desktop computer, and reattach to your Laptop. (N.B. – you may also connect the ethernet cable and the audio cable if you desire)
3. Turn on the laptop computer.

To play a DVD or Audio CD (via the DVD/VCR)
1. Press DVD 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 the touch screen Menu button 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 Sources to return to the Source Selection screen.

To view a Video (via the DVD/VCR)
1. Press 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 Sources to return to the Source Selection screen.
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 system down completely.** If you do not, you will cause problems for the next user.

To shut the Crestron system down
1. Press the yellow **Power** button on the touch screen.
2. "Are you sure you are ready to power off the system? Press **Yes**.
3. The LCD projector will cool down and shut off automatically.

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