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
   - Laptop
   - DVD
   - VCR
   - Doc Cam
4. The LCD projector will automatically turn on once you have made a selection.
5. To control the volume, press the up or down arrow on the right side of the touch screen.

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 **Laptop** video source on the touch screen.
3. Turn on the laptop computer.

Use of the A/V cabinet laptop
1. Unlock the top 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 if you desire.
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 checkmark **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 the dongle from the 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 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. 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 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