General Directions
1. Press the Crestron touch screen on the podium-top to activate it. If the screen is folded into the podium-top, 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
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 the internal computer
1. Press the Power button on the right rear of computer (if necessary, to turn it on).
2. Press the 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 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)
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 video source on the touch screen.
2. Press open/close button on the DVD/VCR to eject the DVD tray. Insert the DVD.
3. Press open/close.
4. You can control the DVD via the touch screen controls
4. 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.
5. Press Source to return to the Source Selection screen.
To view a Video (via the DVD/VCR)
1. Press Video 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 Source to return to the Source Selection screen.

To view an item on the Document Camera
1. Remove the lens cap.
2. Press Doc Cam video source on the touch screen.
3. Press the power switch, located on the left side of the Document Camera.
4. Press the 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 the W or T buttons located below Zoom to view your object at the size you prefer.
7. Press the Auto Focus button to focus your image.
8. When you have finished, press the Lights button and the power switch to turn the Doc Cam off.
9. Press the Prev button on the touch screen to return to the Source Selection screen.

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 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