General Instructions
1. Press the Crestron touch screen (located on the right side of the podium).
2. Choose a Video Sources from the touch screen:
   - Room PC
   - Blu-ray
   - Input Plate 1
   - Input Plate 2
   - Input Plate 3
   - Aux VGA
   - Aux Video
   - Aux HDMI

3. Next you must send the source to any Projector and/or BrightLinks you wish:
   - Send to Projector
   - X (click the red X to exit this screen)
   - Send to BrightLink 1
   - Send to BrightLink 3
   - Send to BrightLink 2
   - Send to BrightLink 4

   (N.B. - If you wish to turn on ALL the projectors at once, press Environment> All Projectors>ON to save time. Then do steps 2 and 3 above to send the Video Source you wish to each one.

   (N.B. - You will only hear sound for your source if you Send to Projector.)

4. Both the Projector and BrightLinks flash a green light as they warm up - turning solid green.
5. Control the Volume using the arrow keys or Mute on the right side of the touch screen.
6. Press Environment> (Projector) Display Mute OR (BrightLink 1,2,3 or 4) Display Mute to temporarily hide the images. DO NOT USE Display Mute To shut down projectors at end of class. You will burn up the projectors. Always Power OFF from the initial touch screen.
7. DO NOT WRITE on the projected whiteboards with dry erase markers, Use electronic pens only!

To Display the Built-in Computer
1. Press the Power button at the right rear of the CPU to turn it on (if necessary).
2. Press the Room PC Video Source on the touch screen.
3. Send it to the Projector and/or BrightLink screens.
4. Log into the computer using your F&M Net ID and Password. You can use the hard-wired keyboard and mouse or the wireless keyboard and trackpad. If the wireless devices do not respond, press and hold the round button on the right end of each device to turn it on and connect it. You’ll see a “(Keyboard) Connected”, “(Trackpad) Connected” message on the monitor.

To Display a Laptop Computer
1. Attach your laptop to the provided VGA cable. Attach the audio cable if you desire.
2. Press the Aux VGA Video Source on the touch screen.
3. Send it to the Projector and/or BrightLink screens.
4. Turn on the laptop computer.
5. When done, coil the VGA cable up off the floor, so it does not become damaged.

To Play an HDMI Source
1. Attach your HDMI device to the provided HDMI cable.
2. Press the AUX HDMI Video Source on the touch screen.
3. Send it to the Projector and/or BrightLink screens.
4. When done, coil the HDMI cable up off the floor, so it does not become damaged.
To play a Blu-ray or DVD disc via the Blu-ray player
1. Press the Blu-ray Video Source on the touch screen.
2. Send it to the Projector and/or the BrightLink Screens.
3. Press the Open/Close button on the touch screen to eject the disc tray. Insert the Disc. Press the Open/Close button again to close the tray.
4. Use the touch screen controls to Play, Pause, Stop, and Eject the DVD.
5. Press the Menu Controls button then press Disc Menu to go to the BluRay or DVD menu. Navigate with the arrow buttons and Press the Enter button to make your selection.
6. Press Transport Control to return to the playback controls.
7. Press Return to return to the Video Sources screen.

To Display a Laptop/HDMI Device from BrightLink Plate 1,2,3,or 4 (Below each Whiteboard)
1. Attach your Laptop or HDMI device to the jack on the plate with a VGA or HDMI cable
2. Choose BrightLink Plate (1,2,3 or 4) as your Video Source.
3. Choose the type of cable you connected: HDMI or VGA.
4. Send it to the Projector and/or BrightLink screens where you wish it to display.
5. When done, detach and coil up your cables.
   (N.B. - Sound can only be heard when Sent to Projector.)

To Use the BrightLink Whiteboard(s)
1. Choose any Video Source and Send to BrightLink 1,2,3, and/or 4 to turn On the BrightLink projector
   OR Press the Environment button on the touch screen and press the BrightLink (1,2,3,4) ON button
   (N.B.- You can also turn the BrightLink On and Off from Epson Control Box below each Whiteboard)
2. You can select either to mark up a Video Source or to use the screen as a Whiteboard.
3. Turn on the electronic pen (slide till green shows on barrel). If you don’t see the on-screen vertical toolbar, tap (click) the electronic pen on the sideways arrow icon projected on the screen.
4. At the top of the vertical toolbar, click the leftmost screen icon to mark up a Video Source selected at the podium touch screen. Click the rightmost screen icon to use the Whiteboard feature.
5. You can open a file from a USB drive to mark up, or save a marked-up file to a USB drive from the BrightLink Screen. A USB drive must be inserted into the USB jack on the Epson Control Box located below each Brightlink screen.
6. Click on the icon with a question mark to get help with the Whiteboard Toolbars.

For a more in-depth demonstration of the BrightLink System, please contact an Instructional Technologist: Chris Silansky 358-5903 or Nydia Manos 358-4788

To Control the Room Lighting from the Touch Screen
1. Press the Environment button on the touch screen.
2. Turn all the lights On or Off, or choose one of four presets.

Final Shutdown
1. Eject any Blu-ray discs, DVDs, or USB drives in all jacks. Coil any cables up off the floor.
2. Press/hold the round button on the right side of the wireless keyboard and trackpad until the screen indicates "Keyboard Off" or "Trackpad Off", to conserve batteries.
3. Turn OFF ALL electronic pens (Slide barrel to white) to conserve batteries.
4. Take Off Display Mute anywhere you turned it On - so image is visible everywhere a projector is.
5. Press the Power button on the Video Sources touch screen. “Are you sure you want to exit and shut the system down?” Choose Yes.
6. The Projector light will flash and go to solid red. BrightLink will go to solid yellow.

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

ComputerTEC Stager 114
ITS - Technology Support Services

10/28/14
Wendy Baker Davis