General Directions
1. Press the Crestron touch screen (located on the right side of the podium). The projector will warm up.
2. Choose a Video Source from the touch screen:
   - DVD/VCR
   - Aux Video
   - VGA Plate
   - Room PC (Mac)
3. The LCD projector will automatically turn on once you have made a selection.
4. To control the volume, move the sliding bar on the right side of the touch screen.

To view the internal computer
1. Press the Power button on the right rear of the computer (if necessary, to turn it on).
2. Press the Room PC video source on the touch screen.

To view a laptop computer
1. Connect the laptop's VGA cable to the VGA jack, on the podium (labeled Computer). (N.B. – you may also connect an ethernet cable or audio cable if you desire)
2. Press the VGA Plate source on the touch screen.
3. Turn on the laptop computer.

To play an audio compact disc (via the computer)
1. Insert the compact disc into the front slot of the Mac Mini.
2. Select iTunes, in Applications, if it doesn't open automatically.
3. Use the iTunes 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 of the Mac Mini.
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.
4. Adjust the volume as desired.

To view a DVD (via the DVD/VCR)
1. Press DVD/VCR source on the touch screen.
2. Press open/close button on the DVD/VCR to eject the DVD tray. Insert the DVD. Press open/close.
3. Control the DVD using the touch screen controls.
4. If you wish to toggle between DVD and VCR controls, press the DVD/VCR button on the touch screen. Slowly scroll through several options:
   - DVD
   - SD
   - USB
   - VHS
5. DVD or VHS will appear in small red letters on the DVD/VHS player front panel.
6. To access the DVD's menu via the touch screen, press More Controls on the touch screen. Press the Menu button, there. Navigate to Top Menu or Menu (displayed on the room screen) to see the DVD disc menu. Use the ← → and ↑ ↓ touch screen buttons to navigate the menu. Press Enter to view your selection.
7. Press More Controls again to toggle between the two touch screens that control the DVD.
8. Press the Return button on the Crestron touch screen to return to the main controls at any time.

**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. Control the VCR using the touch screen control panel.
4. If you wish to toggle between DVD and VCR controls, press the DVD/VCR button on the touch screen. Slowly scroll through several options:
   - DVD
   - SD
   - USB
   - VHS

   DVD or VHS will appear in small red letters on the DVD/VHS player front panel.
5. To access the cable TV tuner, on the VCR, press TV tuner on the touch screen. Type in the channel number on the keypad and press Enter.
   **N.B.** – Please channel down to “IN 2”, when you have finished, to avoid cable TV interruption when a video is stopped or started.
6. Press More Controls again to toggle between the channel keypad and the VCR controls.
7. Press the Return button on the Crestron touch screen to return to the main controls at any time.

**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. 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.**
4. **Always shut the Crestron touch-screen system down completely.** If you do not, you will cause problems for the next user.

**To shut the Crestron system down**
1. Press the Power button on the touch screen.
2. “Are you sure you want to exit and shut the system down?” 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