General Directions
1. Press the Crestron touch screen (located on the right side of the podium).
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.
   (N.B. – The “Help” button and “Lighting” controls are not activated features of this system)

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 Room PC video source on the touch screen.

To view a laptop computer
1. Connect the laptop’s VGA cable to the VGA Plate on the podium.
   (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 video 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. In order to control the DVD use the touch screen control pad.
4. To access the DVD’s menu via the touch screen, press More Controls on the touch screen. Press the Menu button, there, to see the DVD’s menu selections. Use the ← → and ↑ ↓ touch screen buttons to navigate the menu. Press Enter to view your selection.
5. Press More Controls again to toggle between the two touch screens that control the DVD.
6. Press the Return button on the Crestron touch screen to return to the main controls at any time.

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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 in two ways: via the touch screen control pad; and via the controls on the front of the DVD/VCR player.
4. To access the cable TV tuner, press **TV tuner** on the touch screen. Type in the channel number on the keypad and press Enter.
   **N.B.** Please return the VCR to Channel 01 when you have finished, to avoid cable TV interruption when a video is stopped or started.
5. Press **More Controls** again to toggle between the channel keypad and the VCR controls.
6. Press the **Return** button on the Crestron touch screen to return to the main controls at any time.

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 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.**

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