General Directions
1. Press the Crestron touch screen on the podium-top to activate it.
2. Press the Video Sources button. Choose your source:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD/VCR</td>
<td>Aux Video</td>
</tr>
<tr>
<td>Room PC</td>
<td>Aux PC</td>
</tr>
</tbody>
</table>

3. The LCD projector will automatically turn on, once you have made a selection.
4. To control the volume, press up or down arrow on the right side of touch screen.
5. The Environment controls can be used to mute image, and turn on/off projectors.
   (N.B. - Always use the Video Sources button for initial startup and Power button for final shutdown)

To view the internal computer
1. Press 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.
3. Log in to the computer using your F&M Unified Name and Password.

To view a laptop computer
1. Attach a VGA cable, from your Laptop to the Aux PC jack on the rack.
   (N.B. – you may also connect an ethernet cable and an audio cable if you desire)
2. Press Aux PC video 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 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/VCR 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. You can control the DVD via the touch screen controls.
4. Press More Controls to access the DVD menu.
5. Press More Controls, then press Functions, scroll down the list and select Menu, 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 Transports button to go back to the DVD/VCR playback controls.
7. Press Return to return to the Source Selection screen.
To view a Video (via the DVD/VCR)
1. Press DVD/VCR 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 Return to return to the Source Selection screen.

(N.B. – Use the Drive Select button to switch between the DVD or VCR image)

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 green 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