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:
   - Room PC
   - HDMI
   - DVD/VCR
   - Aux PC
   - Aux Video

   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 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 podium (labeled Aux PC).
   (N.B. – you may also connect an ethernet cable or audio cable if you desire)
2. Press the Aux PC 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 the open/close button on the touch screen to eject the DVD tray. Insert the DVD. Press open/close again.
3. Control the DVD with the touch screen control pad.
4. If you wish to toggle between DVD and VCR controls, press the DVD or VCR button on the touch screen.
5. To access the DVD’s menu via the touch screen, press Menu Controls on the touch screen. Press the Menu button, there. Use the ← → and ↑ ↓ touch screen buttons to navigate the menu. Press Enter to view your selection.
6. Press Transport to toggle between the two touch screens that control the DVD.
7. 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 DVD/VCR source on the touch screen.
2. Insert your videotape into the DVD/VCR. It will start to play automatically.
3. Control the Video via the touch screen control pad.
4. If you wish to toggle between DVD and VCR controls, press the DVD or VCR button on the touch screen.
5. 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. – When you have finished, Please go to channel “01”, then arrow down to “L2 (Front)”, to avoid cable TV interruption when a video is stopped or started by the next person using the room.)

6. Press Transport 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.
8. Press the Open/Close button on the touch screen to eject the video.

To view an HDMI device
1. Plug the device into the HDMI jack on the rack with your own HDMI cable.
2. Press HDMI source on the touch screen.
3. Playback your HDMI device using its own controls.

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. 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.
3. Place the mouse in the keyboard tray.
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.

(N.B. - Do not use Environment button to shut off system. Always use Power button)

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