General Directions (for Combined Use)
1. Press the Crestron touch screen, on the wall-mounted box in Booth Ferris North OR Booth Ferris South, then press the Start button. This will activate the system.
   (N.B. - Both rooms can display the same source OR can be operated independently of each other. See QuickStart for Divided use)
2. Choose Combined to send the same signal to both Booth Ferris North AND South. Both projectors will turn on and both screens will lower automatically.
3. Now you must use the touch screen mounted in the center of the two rooms, by the windows, to control the systems.
4. Press the Sources button to the left of the touch screen. Choose your source:

   DVD/VCR North Room   DVD/VCR South Room
   Podium VGA           Podium HDMI

3. To control the volume, press the raised Vol up or Vol dn or Mute buttons to the right of the touch screen.
4. The Vid Mute button will hide the projected image.
5. Use the Back button or the Sources button to return to a previous screen.
6. The Room button can raise and lower the screen, and turn on/off the projector. (However, Always use the Sources button for initial startup and the Exit button for final shutdown rather than the Room button controls.)
7. Press the Exit button to completely shut down the system when finished.

To view a laptop computer
1. Attach a VGA cable to the VGA jack, located on the wall below the central touch screen, and to your laptop (N.B. - you may also connect an audio cable if desired)
2. Press Podium VGA source on the touch screen.
3. Choose where you want your program to appear:
   - Send to North
   - Send to South
   - Send to Both
4. Turn on the laptop computer.

NB – Mac Users: If your entire desktop does not appear on the projected image, go to System Preferences > Displays > Arrangement, and check mark Mirror Displays. You should now see your complete image. PC Users: Go to Control Panels > Display and set up Duplication there (this may vary depending on your laptop make and Windows version).

To view an HDMI source
1. Attach an HDMI cable to the HDMI jack, located on the wall below the touch screen, and to your HDMI source.
2. Press Podium HDMI source on the touch screen.
3. Choose where you want your program to appear:
   - Send to North
   - Send to South
   - Send to Both
4. Control your HDMI source via its own controls.
To playback a DVD (via the North or South DVD/VCR player)
1. Press DVD/VCR North Room source OR DVD/VCR South Room source on the touch screen.
2. Press Open/Close button on the corresponding DVD/VCR to eject the DVD tray.
3. Insert the DVD. Press Open/Close again to shut the drawer.
4. Choose where you want your program to appear:
   - Send to North
   - Send to South
   - Send to Both
5. You can control the DVD via the central touch screen control panel.
6. Press Menu Controls, then press 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.
7. Press the Transports Controls button to go back to the DVD/VCR playback controls.
8. Press the DVD or VCR button to alternate between a DVD and a videotape.
9. Press the Sources button to return to the Source Selection screen.

To playback a Video (via the North or South DVD/VCR player)
1. Press DVD/VCR North Room source OR DVD/VCR South Room source on the touch screen.
2. Choose where you want your program to appear:
   - Send to North
   - Send to South
   - Send to Both
3. Insert your videotape into the corresponding DVD/VCR. It will start to play automatically.
4. You can control the Video via the central touch screen control panel.
5. Press the DVD or VCR button to alternate between a DVD and a videotape.
6. Press the Open/Close button on the touch screen to eject the videotape.
7. Press the Sources button to return to the Source Selection screen.

Microphone Use
1. Obtain a wireless microphone from the SCC staff.
2. Turn it on.
3. Press Program on the touch screen. It will change to Speech.
4. Control the mic volume with Vol Up, Vol Dn buttons to the right of the screen.
5. Press Speech again to return to volume control of Program (regular use).

Final Shutdown
1. Eject all compact discs, DVDs, etc.
2. 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 raised Exit button to the left of the touch screen.
2. “Are you sure you want to exit and shut the system down?” Press “Yes”.
3. Both LCD projectors will cool down & shut off automatically. Both screens will retract.

For Assistance, See the Steinman College Center Desk Staff.