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 (Mac)
   - 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.
5. Press Disp. Mute if you wish to hide the projected image at any time.

To view the internal computer (silver box)
1. Press the Power button on the right rear of the computer (to turn it on) if need be.
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 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's external disk drive)
1. Insert the compact disc into the front slot of the disk drive.
2. Select iTunes, in Applications, if it doesn’t open automatically.
3. Use the iTunes on-screen controller to Play, Pause, Stop, & Eject the compact disc.
4. Adjust the volume as desired using the touch screen.

To play a DVD (via the computer’s external disk drive)
1. Insert the DVD into the front slot of the disk drive.
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 using the touch screen.

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 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. If you wish to toggle between DVD and VCR controls, press the DVD or VCR button on the touch screen. DVD or VHS will appear in small white letters on the DVD/VHS player front panel.
5. To access the DVD’s menu via the touch screen, press Menu Controls on the touch screen. Press the Menu button, there, to see the DVD disc menu. Use the ← → and ↑ ↓ touch screen buttons to navigate the menu. Press Enter to view your selection.
6. Press Transport Controls again 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. DVD or VHS will appear in small white letters on the DVD/VHS player front panel.
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.** – Please channel down to **L1 (Rear)**, when you have finished, to avoid cable TV interruption when a video is stopped or started.
6. Press **Transport Controls** to toggle between the channel keypad and the VCR controls.
7. Press **Open/Close** on the touch screen to eject the VHS tape.
8. Press the **Return** button on the Crestron touch screen to return to the main controls at any time.

To view an HDMI device
1. Plug the device into the **HDMI** jack on the rack using an HDMI cable (not provided).
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 **Return** button to get back to the main touch screen controls.
2. Press the **Power** button on the touch screen.
3. “Are you sure you want to exit and shut the system down?” Press **Yes**.
4. The LCD projector will cool down and shut off automatically.

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