General Directions
1. Press the Crestron touch screen on the podium-top to activate it.
2. Press the Video Sources button. Choose your source:
   - DVD/VCR
   - Doc Cam
   - Room PC
   - Aux PC
   - Aux Video
3. The LCD projector will automatically turn on, once you have made a selection.
4. To control Volume, press up or down arrows on the right side of touch screen.
5. The Environ controls can be used to turn on/off projectors.
   (N.B. - However Always use the Video Sources button for initial startup and Power button for final shutdown)
6. Display Mute button will hide the projected image. Press again to display image.
   (N.B. - If Muted, don't forget to shut down the projector at the end of class)

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.
4. Use the USB Jack on the front of the podium if you need to plug in a USB device.

To view a laptop computer
1. Attach the podium VGA cable, to your Laptop.
   (N.B. – you may also connect the audio cable if you desire)
2. Press Aux PC video source on the touch screen.
3. Turn on the laptop computer.

To view a DVD (via the DVD/VCR)
1. Press DVD/VCR video 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 again.
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 Function, 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. Keep pressing to skip past the USB and SD selections)
To view Cable TV channels
1. Press DVD/VCR video source on the touch screen.
2. Press TV Tuner button. Use up/down arrows OR type in a channel number and press Enter.
3. Press Transports to return to the previous screen.

To view an item on the Document Camera
1. Press Doc Cam video source on the touch screen.
2. Remove the lens cap from the document camera lens.
3. Press the power switch, located on the left side of the Document Camera.
4. Press and hold till lit, the button below Lights at front edge of the Doc Camera.
5. Verify that Input Select is set to Camera on the Document Camera.
6. Press W or T buttons located below Zoom to view your object at size you prefer.
7. The Auto Focus button must be illuminated to allow auto-focus of your image.
8. When finished, press the Doc Cam’s power switch to turn it off.
9. Press the Return button on the touch screen to return to Source Selection screen.

Use of the Sympodium and SmartBoard Software
See the QuickStart Sympodium Interface.

To Restart the Computer (if necessary)
1. Pull down the Apple menu.
2. Select Restart.
3. When the choice of Mac or Windows appears, use your arrow keys to select the OS you prefer and the Return key to boot into that system.

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