Adams Auditorium Podium

**General Directions**
1. Press the Crestron touch screen (located on the right side of the podium) to activate it.
2. Press the screen a second time to make your selections.

**To control the lectern microphone**
1. Press the SELECT button on the right side of the touch screen until it says ‘Speech.’
2. Adjust the volume level up or down or press Muted to turn the microphone off.
3. Be sure to UNMUTE the microphone when you are finished for the next user.

**To control the audio levels (program)**
1. Press the SELECT button on the right side of the touch screen until it says ‘Program.’
2. Adjust the volume level up or down or press Muted to turn the sound OFF.
3. Be sure to UNMUTE the program when you are finished for the next user.

**To adjust the lighting**
1. From the Video Source Screen, select ENVIRON. (Environment).
2. From the Environment Screen, select LIGHTING.
3. Choose from the following:
   a. ALL ON (all lights are on.)
   b. Scene 1 (lights dimmed, ceiling edge lights are on.)
   c. Scene 2 (all light out, runner lights are on.) (Movie setting).
   d. Scene 3 (lights dimmed over audience, dark over screen) (Presentations.)
   e. ALL OFF (all lights are off.)
4. Press RETURN to go back to the Video Source Screen.

**To playback a computer or A/V source**
1. Press the Video Sources button on the touch screen.
2. Choose a Source from the touch screen:
   - DVD-VCR
   - Blu-Ray
   - Room PC
   - Aux PC
   - Aux Video
3. The LCD projector will automatically turn on and the screen will come down once you have made a Video selection.

**To view the Room PC**
1. Press the power button on the Mac Mini and Monitor, if necessary.
2. Press the Video Sources button on the touch screen and select Room PC.

**To view an external laptop computer (Aux PC)**
1. Connect the laptop to the provided VGA cable found in the podium drawer.
2. Attach the VGA cable to the VGA jack “Computer In”.
   (N.B. - you may also connect an ethernet cable, an a/c cord, or attach the audio cable if desired)
3. Press the Video Sources button on the touch screen and select Aux PC.
4. Turn on the external laptop computer.
To view a DVD or VHS Tape
1. Press DVD-VCR button on the touch screen.
2. Press eject button on the DVD-VCR to eject the tray. Insert the DVD. Press eject to close the tray.
OR
3. Insert the VHS tape into the DVD-VCR.
4. Press DRIVE SELECT until the DVD or VHS tape appears on the screen. (This switches between the inputs.)
5. You can control the DVD-VCR via the touch screen control panel.
6. For additional controls, select MORE CONTROLS from the left menu on the Crestron. To go back to the regular controls, press TRANSPORTS from the left menu on the Crestron.

To view a Blu-Ray Disc
1. Press Blu-Ray button on the touch screen.
2. Insert your Blu-Ray disc or DVD into the Blu-Ray player.
3. You can control the Video via the touch screen control panel. PLAY will NOT start the disc. To play the disc, press the MORE CONTROLS button on the left of the touch screen. Press the ENTER button.
4. To access the disc's menu via the touch screen, press MORE CONTROLS on the touch screen. Use the arrow touch screen buttons to navigate the menu. Press Enter to view your selection.
5. To go back, press TRANSPORT to see the regular controls.

To view the TV Tuner
1. Press Video Sources on the touch screen. Then, press DVD-VCR on the touch screen.
2. Press the TV Tuner button on the touch screen.
3. Press the number buttons corresponding with the channel you wish to view. Press ENTER to go to that channel.

To playback an external A/V source
1. Press the AUX VIDEO button on the touch screen.
2. Insert a Video RCA cable and Left and Right Audio RCA cable into the jack on the front of the podium (below the table top). (N.B. This permits one to attach an A/V source, such as a camcorder or DVD/VCR player, and to play out through the built-in sound and projection system.)

To Log out of the computer (OS X)
1. Pull down the Apple menu.
2. Select Log Out <Username>.

Final Shutdown
1. Eject all videos, compact discs, DVDs, audiocassettes, etc.
2. Log Out (OS X) or restart (XP) the computer
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 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. The screen will automatically go up.