

A) Getting Started:

System ON:

1. Touch the Crestron touchscreen to begin. You will now see the main menu.

Turning on the Projector:

1. Touch the *Proj/Screen* button on the right side of the main menu and then touch *Projector On*. This will automatically lower the screen and dim the lights. If you do not want this sudden change in room atmosphere, skip to the Lighting step below and then turn on the projector.

Lighting/ Shades:

1. Touch the *Lighting/Shades* button on the right side of the main menu and select the appropriately labeled button/presets to change the settings. Manual controls are located by doors to the room.

B) Instructions for Specific Equipment:

Computer:

1. If off, turn on the computer which is located in the equipment rack (located to the right if one is facing the classroom from the console table) by pressing the top middle button on the hard drive.
2. Press the *Computer* button the upper left side of the main menu.

Laptop:

1. Take the Laptop VGA cable from the drawer in the equipment rack and plug it into the laptop and the other end into the laptop jack connection on the console table or in the floorbox location.
2. Touch the *Laptop* button on the left side of the main menu and then touch *Table Location* or *Floorbox Location*, depending on which port you plugged the laptop into.
3. You might need to hit the function key and F8 on your laptop to get it displayed.

VCR:

1. Insert VHS tape into the Playback VCR, located in the equipment rack.
2. Touch the *VCR* button on the left side of the main menu.
3. Control VCR from touchscreen controls, the actual VCR, or the remote in the drawer.

Recording:

First insert a tape into the *Recording VCR* located in the equipment rack, which is to your right if facing the room from the front. On the touchpanel, press the *Send/Record* button on the lower right. First, on the left side, pick a camera to which you'd like to record from. Next, move, focus, and zoom on your recording area by using the controls found in the lower right corner of the screen. Finally, press the Record button to begin recording. To stop, press Stop. To view recording, eject and place tape in *Playback VCR* and follow instructions in the **VCR** section above.

Document Camera:

1. Hit the *Power* button on the Document Camera.
2. Touch the *Document Camera* button on the left side of the main menu on the touchscreen and select either the table location or the floorbox depending on which port the VGA cable is connected into.

Cable TV:

1. Touch the *VCR* button on the left side of the main menu.
2. Use the channel controls on the VCR to surf channels and/or find MSNBC.

DVD:

1. Insert DVD into the DVD deck located in the Console.
2. Touch the *DVD* button on the left side of the touchscreen and use the touch pad function keys or the actual deck to control.

C) Shutting the System Down:

1. Log off and restart computer.
2. Turn off the projector by touching the *Proj/Screen* button on the right side of the main menu and then touch *Projector Off*.
3. Touch *System OFF*, on the lower right side of the main menu and then touch *YES*.