

Classroom 4055, Basic Instructions

call 613-7249 if you need assistance

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 press *Projector On*. This automatically lowers the screen, close the shades, 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 of the main screen and select the desired levels of shades and light. Manual controls are located by the front doors.

B) Instructions for Specific Equipment:

Computer:

1. Touch the *Computer* button on the left side of the main menu.
2. If off, turn on the computer that is located in the equipment cabinet by the front door by pressing the top middle button on the hard drive.

Laptop:

1. Take the laptop/connection VGA cable from the drawer in the equipment cabinet and plug it into the laptop and the other end into the laptop jack connection in the floorbox or on the table.
2. Touch the *Laptop*
3. You might need to hit the function key and F8 on your laptop to get it displayed.

Document Camera:

1. Push the power button the Doc Cam.

DVD:

1. Insert DVD into DVD player located in equipment cabinet.
2. Touch the DVD button on the touchscreen and use the controls accordingly.

VCR:

1. Insert VHS tape into the VCR, located in equipment cabinet by the front door.
2. Touch the *VCR* button on the left side of the main menu.
3. Control VCR from touchscreen controls or the actual VCR.

C) Shutting the System Down:

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