

**A) Getting Started:**

**System ON:**

1. Touch the Crestron touchscreen to begin. You can choose *With Projector* or *Without Projector*.

**Turning on the Projector:**

1. Touch the *Proj/Screen* button on the bottom 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 bottom of the main screen and select the desired levels of shades and light. Manual controls are located by the 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 (or it may be plugged in on the table top) and plug it into your laptop. Plug other end into the laptop jack connection in the on the table.
2. Touch the *Laptop* button on the left side of the main menu. Choose *Table* or *Lectern* depending on where you are located.
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. Also be sure the VGA cable is connected to the Table & the Doc Cam.
2. Press the *Laptop* on the left side of the main menu on the touchscreen.
3. Select *Table* from the list of 2 (*Table or Lectern*).

**DVD:**

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

**Apple TV:**

1. Touch the *Apple TV* button on the left side of the main menu.
2. Go to AirPlay on your iPhone, iPad, Mac, etc and select DLSATV3037.
3. Touch mirror and select "on". It will mirror your device on the projector screen.

**Recording:**

1. Go to the touch screen and select *Camera* from the bottom buttons. Choose from the options shown.
2. Also on the touch screen, select *Computer*.
3. On the computer, w/ monitor & mouse, open the Panopto application. You may need to sign in with your NetID.
4. Select the 3041 classroom folder or your class folder.
5. Click the *Event Record* button on the upper left side of the Panopto window.
6. Remember to *Stop* your recording.

**Camera:**

1. Select Camera at the bottom of the touchscreen.
2. Choose a view you like and use the adjustments to zoom & pan to establish the shot you want.

**C) Shutting the System Down:**

1. Log off and restart the computer if you have logged into any personal settings.
2. Touch *Exit* on the upper right side of the main menu and then select *Yes*.
3. Do not forget to remove your tech (flash drives, DVDs, etc)