**01 Crestron Control Panel**

**Document Camera Commands**

- Touch-screen:
  - Shows operating commands

**02 Powering System On**

- If the touch-screen shows no image, touch it once to activate it.
- Press the <PWR> button to power on the Crestron A/V System. It will take 1-2 minutes for the system to turn on.

**03 Connecting a Computer**

- Plug the VGA or HDMI cable into the VGA or HDMI Output of the computer, before turning it on.
- If you are using VGA and plan to play sounds via your computer, ensure that the audio cable attached to the VGA cable is connected to the audio output of your computer.
- If you do not see the VGA or HDMI cables on the desk, please check in the lid-covered well.

**04 Selecting Input**

- Input source buttons appear on the left side of control panel screen: <DOC> (document camera), <PC> (computer), <VCR>, <DVD>, <OTHER> (any source connected to the video cable).
- Press an input source button to project the desired input. It may take a few seconds for the source to change.
- NOTE: Laptop computers will not automatically project when connected. The VGA or HDMI option must first be selected on the Crestron control panel. You may need to activate projector mode on your computer using the Windows key + P (for Windows machines). Select “duplicate” mode on your computer.

**05 Operating VCR & DVD**

- When <VCR> or <DVD> input sources are selected, operating commands for the built-in VCR and DVD players appear on the screen (see illustrations above). You can also use the controls on the VCR/DVD player.

**06 Operating VCR & DVD**

- When <VCR> or <DVD> input sources are selected, operating commands for the built-in VCR and DVD players appear on the screen (see illustrations above). You can also use the controls on the VCR/DVD player.

**07 Operating the Document Camera**

- When the <DOC> input is selected, operating commands for the document camera will appear on screen. (You can also use the controls on the document camera device.)
- To adjust zoom and focus, touch and hold the respective <In> or <Out> commands.

**08 Adjusting Volume**

- To switch on the document camera lamps, touch <On> above “Lamps”. Touch <Off> to switch them off. For distance learning lectures, it is recommended that the lights be switched off.
- Use <VOL ▲> (volume up), <VOL ▼> (volume down) and <MUTE> to adjust the volume of the selected input source.
- Press one of the above buttons and hold it if necessary to increase or decrease volume. You may have to increase the volume to 75% to hear it.

**09 Powering System Off**

- Press <PWR> to power off the system. You will be prompted with “Are you sure you want to shut down?” Select “YES”.
- You will not be able to turn it on again until the system shuts down completely (1-2 minutes).

**Troubleshooting**

- Make sure the projector is projecting by trying a different input source (DOC, VCR, DVD, PC) and see if a projection is shown on the screen/wall.
- If you still do not see a projection, try restarting the system by pressing the PWR button on and off. It will take 1-2 minutes for the system to restart.
- If there’s no sound, press <MUTE> twice to mute/unmute the system then turn the volume all the way up from the control panel.
- Make sure the VGA or HDMI cable is completely plugged into the laptop.
- Make sure that your computer’s resolution is set to 1024 x 768 at 60 hertz.

**Questions or Issues:** Call the Support Desk at 312-567-3375.