CRESTRON A/V System Instructions | LS 121

01 Crestron Control Panel

• 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 start up.

02 Powering System On

• Input source buttons are located on the left side of control panel’s 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 second for the source to change.

03 Selecting Input

• 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.)
• To adjust zoom and focus, touch and hold the respective <In> or <Out> commands.
• To switch on the document camera lamps, touch <On> above “Lamps”. Touch <Off> to switch them off. For recorded lectures, it is recommended that the lights be switched off.

04 Operating the Document Camera

• Press the <DOC> button on the control panel. Plug the VGA or HDMI cable into the VGA or HDMI output of the device. Select VGA or HDMI on the touch panel.
• If you are using VGA and plan to play sounds, please ensure that the audio cable attached to the VGA cable is connected to the audio output of your device.
• If you do not see the VGA or HDMI cables on the desk, please check in the lid-covered well.

05 Connecting a Laptop

• Press Utilities to access room control options.
• Projector power On and Off
• Screen Up and Down

Trouble-Shooting

• 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 and audio or HDMI cable is completely plugged into the laptop.
• 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.

06 Operating DVD/VCR

• Make sure the VGA and audio or HDMI cable is completely plugged into the laptop.

07 Adjusting Volume

• 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.

08 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).

09 Utility options

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