**CRESTRON A/V System Instructions | SB 204**

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### 01 Crestron Control Panel

#### Touch-screen: Shows operating commands

- **DOC**
- **PC**
- **VCR**
- **DVD**
- **OTHER**
- **Utilities**
- **Help**

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### 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 start up.

### 03 Selecting Input

- 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.

### 04 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.)
- 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.

### 05 Connecting a Laptop

- Press the <PC> 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.

### 06 Operating DVD/VCR

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

### 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 Adjusting Projection

- The projector in this room can be rotated. You can choose to project on the screen (located in the corner of the room) or on the whiteboard.
- To set the projection mode, touch the <Utilities> button located in the bottom-left corner of the touch-screen. Select “Whiteboard” or “Screen” projection mode.
- The projection screen can be rolled UP or DOWN via the respective buttons on the <Utilities> prompt.

### 09 Utility options

- Press Utilities to access room control options.
- Projects to Screen
- Project to white Board
- Projector power On and Off
- Screen Up and Down

### 10 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).

### 11 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 and audio 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.
- **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.

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