01 Crestron Control Panel

- **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 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, 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).

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.

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