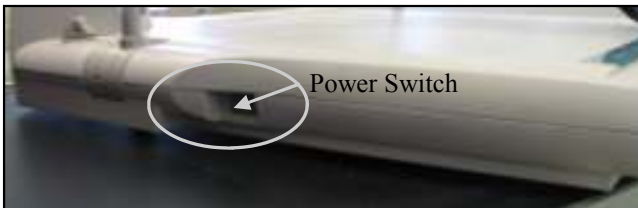




How to use the Document Camera:

1. Push down the front of the Crestron station's lid to open the Crestron Control Panel.
2. Press **anywhere** on the control panel to activate the touch screen.
3. Press **SOURCE** in the middle of the touch screen.
4. Press **DOC CAM** and the projector will automatically turn on. *Note: **Wait** a few moments for the projector to warm up.*
5. Raise the camera arm using the release at the bottom of the its arm. Lift the side arms. The power switch is on the left-hand side. The panel lights will turn green when turned on.
6. Press the buttons on the front of the Docu-

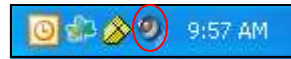


Control the Document Camera directly with detail,



Volume, Frequent Situations and Misc.

- You control the volume at the Crestron Control Panel. Use either the buttons on the left hand side of the screen labeled volume up or down or use the touch screen arrows.
- If you do not hear anything, make sure that the volume is not muted:
 - Computer and Laptop, use the volume icon at the bottom right corner of the screen near the clock at the taskbar to adjust.



- When mute is selected from the Control Panel, the Speaker symbol will be highlighted **yellow**.
- The green bar indicates the volume level in the Podium system. This is different than the computer sound system.
- To turn off the projector, press the **yellow POWER** button located on the Crestron Control Panel touch screen. You will be prompted, "Are you sure you are ready to power off the system?" Click **YES**.
- Give **ample** time for the projector to cool down

<p>Make sure that the projector is turned OFF because it is very expensive to replace the bulb.</p>	
--	--

- Please make sure that all of the classroom equipment is ready for the next individual before leaving. Thank you!

Hoover Classrooms

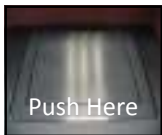


This brochure includes instruction on how to use the media equipment in Hoover 114 including the **VCR/DVD** player, the **Crestron Podium**, the **Podium's Computer**, and the **Document Camera**. Also, included is instruction on how to connect a **Laptop**.



Please note that there is no remote to control the functions of the podium.

Crestron Control Panel




Closed



Open

If you experience any problems or difficulties, please call the **Helpdesk** at ext. **3333** or e-mail us at mediaservices@etown.edu.

How to Connect a Laptop:

1. Begin with the laptop turned **OFF** in order to connect.
 2. Push down the front of the Crestron station's lid to open the Control Panel. 
 3. Connect the laptop to the **VGA, Ethernet** and **sound** cables found inside the control station.
 4. Press **anywhere** on the control panel to activate the touch screen.
 5. Press **SOURCE** in the middle of the touch screen.
 6. Press **LAPTOP** on the touch screen or on the side buttons, and the projector will automatically turn on. *Note: **Wait** a few moments for the projector to warm up.*
 7. Turn on the laptop. If you need power, plug your power adapter into the electrical outlet next inside the control station.
 8. Press the appropriate keyboard combination to display the laptop image on the projection screen.**
- **Note: All laptops have different settings that allow the two screens to match.

Here are some common settings:



How to use the Podium and its Computer:

1. Push down the front of the Crestron station's lid to open the Crestron Control Panel.
 2. Press **anywhere** on the control panel to activate the touch screen.
 3. Press **SOURCE** in the middle of the touch screen.
 4. Press **PC** on the touch screen or on the right-hand side buttons, and the projector will automatically turn on. *Note: **Wait** a few moments for the projector to warm up.*
 5. Press the power buttons located on the front of the computer and monitor if not already turned on. Log on with your network username and password.
 6. The computer image will appear on the projection screen.
- *Warning: Computer resets upon restart and shut down. Save your files to the network or removable media only.**



How to use the VCR/DVD Player:



*1: POWER Button

- *1. Press the **POWER** button on the silver VCR/DVD Player if not already turned on.
2. Push down the front of the Crestron station's lid to open the Crestron Control Panel.
3. Press **anywhere** on the control panel to activate the touch screen.
4. Press **SOURCE** in the middle of the touch screen.
5. Press **DVD** or **VCR** on the touch screen or on the side buttons, and the projector will automatically turn on. *Note: **Wait** a few moments for the projector to warm up.*
6. Place either a DVD in the left or a VHS tape in the right side of the VCR/DVD Player.
7. Use the control panel buttons in order to control the VCR/DVD Player.

