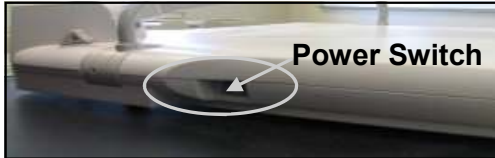


# How to use the Document Camera:

1. Press down the front of the Crestron station's lid to open the Crestron Control Panel.
2. Press any button on the Control Panel to activate the touch screen.
3. Press **SOURCE** on the touch screen.
4. Press **DOC CAM** 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. Pull the Document Camera out of the podium by opening the left-hand side drawer.
6. Make sure that the Document Camera is on and in position. The power switch is on the left-hand side. The release is found at the bottom of the Camera arm.



Control the Document Camera directly with detail, focus and zoom.



# Volume, Frequent Situations and Misc.:



- Control the volume at the Crestron Control Panel. Use either the buttons on the left-hand side of the screen or the touch screen arrows.
- If you don't hear anything, make sure that the volume is not muted:
  - **Computer & Laptop:** use the volume icon at the bottom right corner of the screen near the clock to adjust.



- When **mute** is selected from the Crestron Control Panel, the speaker symbol at the bottom-right corner will be highlighted **yellow**.
- The green bar indicates the volume of the Podium system. This is different than the computer sound system.
- To **turn OFF** the projector, press the **yellow POWER** button located at the bottom left-hand corner of the Crestron Control Panel touch screen. You will be prompted, "Are you sure you are ready to power off the system?" Push **YES**.
- Give **ample** time for the projector to cool down before turning on the projector again.
- Do **NOT** turn off the Surge Protector.



Collapsed                      Raised

Lift up the shelf on the right-hand side for more workspace. Collapse by pushing up the metal bars underneath.

**Make sure that the projector is turned OFF because it is very expensive to replace the bulb.**

ARE YOU SURE YOU ARE READY TO POWER OFF THE SYSTEM?

NO

ARE YOU SURE YOU ARE READY TO POWER OFF THE SYSTEM?

YES



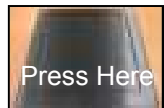
# Classroom Technology Instructions

## Lyet Classrooms



This brochure includes instruction on how to use the media equipment of the Lyet Wing Classrooms 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**.

Crestron Control Panel



Press Here

Closed



Open

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

**Information and Technology Services**

8/25/2007

## How to Connect a Laptop:

1. Begin with the laptop turned **OFF** in order to connect.
  2. Press down the front of the Crestron station's lid to open the Control Panel.
  3. Connect the laptop to the **VGA** and **sound** cables found next to the Crestron Control Panel.
  4. There is **NO Ethernet** cable for a laptop; you must connect to the Internet wirelessly. Contact the Help Desk with any questions.
  5. Press any button on the Control Panel to activate the touch screen.
  6. Press **SOURCE** on the touch screen.
  7. Press **LAPTOP** 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.*
  8. Turn on the laptop. If you need power, plug your power adapter into the electrical outlet next to the cables and panel.
  9. Press the appropriate keyboard combination to display the laptop image on to the projection screen.
- \*\*Note:** All laptops have different keyboard combinations that allow the two screens to match. Below are some common ones:

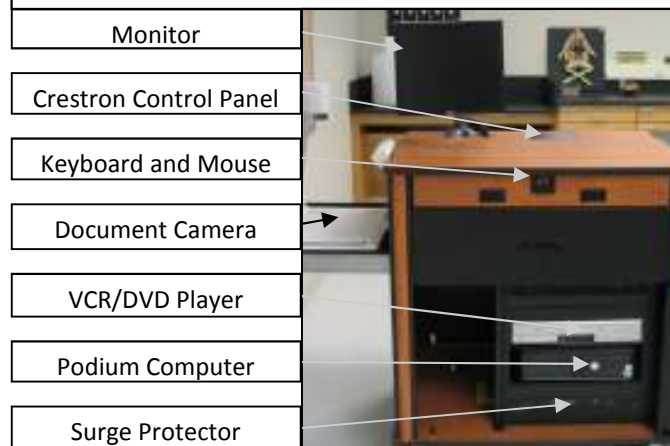


## How to use the Podium and its Computer:

1. Press down the front of the Crestron station's lid to open the Crestron Control Panel.
2. Press any button on the Control Panel to activate the touch screen.
3. Press **SOURCE** on 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. To open the keyboard drawer, **turn the knob** and **pull out** the drawer. 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 to turn it on.
2. Press down the front of the Crestron station's lid to open the Crestron Control Panel.
3. Press any button on the Control Panel to activate the touch screen.
4. Press **SOURCE** on the touch screen.
5. Press **DVD** or **VCR** 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.*
6. Place either a DVD in the right or a VHS tape in the left side of the player.
7. Use the Crestron panel buttons in order to control the VCR/DVD player.

