A) Getting Started:

System ON:
1. Touch the Crestron touchscreen to begin.   You will now see the main menu.

Turning on the Plasma:
1. Touch the *Computer* button on the left side of the main menu. This automatically powers the plasma and dims the lights. If you do not want this sudden change in room atmosphere, skip to the lighting step below.

Lighting:
1. Touch the *Lighting* button on the bottom of the main screen and select the desired levels of light.   Manual controls are located at either entrance door.

Shades: Are operated individually & manually, south wall only.

B) Instructions for Specific Equipment:

Computer:
1. Touch the *Computer* button on the left side of the main menu.
2. If off, turn on the computer that is located in the equipment cabinet by the front door by pressing the top middle button on the hard drive.

Flashdrive:
Plug in to any available port on the tabletop or into computer tower in the equipment cabinet (under *West* plasma).

Laptop:
1. There are integrated VGA and HDMI cables available at 2 locations on the conference table top. A *West* & *South* position. This room should automatically recognize your device. If not:
2. Touch the *Laptop* button on the left side of the main menu and select the *West* or *South* button (wherever you plugged it in) from the additional menu.
3. You might need to hit the function key and F8 on your laptop to get it displayed.

Document Camera:
1. Push the power button the Doc Cam. (please be sure your VGA cable is already plugged in)
2. Press *Laptop;* and select your location.

DVD:
1. Insert DVD into Blu-ray DVD player located in equipment cabinet. *will play non-blu-ray discs as well
2. Touch the *Blu-ray* on the main window of the touchscreen and use the controls accordingly.
OR Use the *Computer* tray & desktop functions to operate.

Apple TV:
1. Touch the *Apple TV* button on the left side of the main menu.
2. Go to AirPlay on your iPhone, iPad, Mac, etc and select DLSATV3000.
3. Touch mirror and select "on". It will mirror your device on the plasma screen.

Recording:
1. Go to the touch screen and select *Camera* from the bottom buttons. Choose from the options shown.
2. Also on the touch screen, select *Computer*.
3. On the computer desktop open the Panopto application with the mouse. You may need to sign in with your NetID.
4. Select the 3000 classroom folder or your class folder.
5. Click the *Event Record* button on the upper left side of the Panopto window.
6. Remember to *Stop* your recording.

Smart Podium:
1. It is the tabletop computer.
2. Use the mouse or stylus to open and create projects on the desktop.

C) Shutting the System Down:
1. Log off and restart the computer if you have logged into any personal settings.
2. Touch *Exit* on the upper right side of the main menu and then select *Yes*.
3. Do not forget to remove your tech (flash drives, DVDs, etc)