A) Getting Started:

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

Turning on the Projector:
1. Touch the *Proj/Screen* button on the right side of the main menu and then press *Projector On*. This automatically lowers the screen, close the shades, and dim the lights.

Lighting/Shades:
1. Touch the *Lighting/Shades* button on the right of the main screen and select the desired levels of shades and light. Manual controls are located by the doors.

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 display by pressing the top middle button on the computer.

Laptop and Document Camera:
1. Take the laptop/connection VGA cable from the drawer in the equipment cabinet and plug it into the laptop or document camera and the other end into the *Computer In* jack on the table.
2. Touch the *Laptop* button on the left side of the main menu.
3. Select *Front Table* or *Rear Table.*
4. You might need to hit the function key on your laptop and F8 on your laptop to get it displayed. Select VGA on the document camera to assure proper use.

DVD:
1. Insert DVD into DVD player located in equipment cabinet.
2. Touch the DVD button on the touchscreen and use the controls accordingly.

VCR:
1. Insert VHS tape into the PLAYBACK VCR, located in equipment cabinet by the front door.
2. Touch the *VCR* button on the left side of the main menu.
3. Control VCR from touchscreen controls or the actual VCR.

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, w/ monitor & mouse, open the Panopto application. You may need to sign in with your NetID.
4. Select the 3171 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.

C) Shutting the System Down:

1. Log off and restart the computer.
2. Turn off the projector by touching the *Proj/Screen* button on the right side of the main menu and then touching *Projector Off*.
3. Touch *System Off* on the lower right side of the main menu and then select *Yes*.