Classroom 4042, Basic Instructions

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 *Projector* button on the bottom of the main menu and then select Projector *On*. This automatically lowers the screen, closes the shades, and dims the lights. If you do not want this sudden change in room atmosphere, make adjustments in … (next)

Lighting/Shades:
1. Touch the *Lighting* or *Shades* words/buttons on the bottom of the screen. Select the desired levels of shades and light. Manual controls are located in the front of the room near the main entrance or the closet door.

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 near the main door. It is a Dell machine, labeled CLS 17-14. There is a small, round button on the right side with a white sliver of light when ON.

Laptop:
1. 2 cables, VGA & HDMI, are located between the white board & equipment rack, near the floor. Plug into appropriate port on your laptop. (There is a similar solution if you prefer to work at the podium. Select the *Lectern* option.)
2. Touch the word *Laptop* on the left side of the menu, and select *Wall*.
3. You might need to hit the function key and F8 on your laptop to get it displayed.

Document Camera:
1. Locate the drawer under the equipment rack. Open.
2. Take the HDMI cable from the wall port to your left, near the floor, and insert it in the back of doc camera into the small box.
2. Turn the power on via the button on the document camera & point the lens down toward the white space/tray.
3. When finished, please turn OFF.

DVD:
1. Insert DVD into Sony Bluray player located in equipment cabinet, directly above the Dell computer (CLS).
2. Touch the *BLU-RAY* button on the touchscreen and use the controls accordingly. (plays Bluray & regular DVDs)
*additionally, you can use the computer tray for non-BR, select *computer* instead of BR, and the VLC player app on the desktop.

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 DLSATV4042.
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 button options. Choose rear, side, or front and make adjustments. If your recording is scheduled, end here. If you are setting up your own recording:
2. Select *Computer* on the touch screen.
3. On the computer desktop open the Panopto application with the mouse. You may need to sign in with your NetID.
4. Select the 4042 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. Remove the glass overlay and push the "ON" button in the lower left corner.
2. Use the stylus to open and create projects on the podium desktop.

C) Shutting the System Down (after regular business hours):

1. Turn off the projector by touching the *Projector* button on the bottom of the main menu and then touching *Off*.
2. Touch *Exit* on the upper right corner of the main menu and then select *Yes* when it asks if you are sure.