

A) Getting Started:

System ON:

1. Touch the Crestron touchscreen. You will now see the main menu.

Turning on the Smartboard:

1. Touch the *SmartBd on/off* button on the right side of the main menu and then press *On*.

Lighting/Window Shades:

1. Touch the *Room Controls* button on the right side of the main menu and select the appropriately labeled button to change the settings. Manual controls are located by doors to the room.

B) Instructions for Specific Equipment:

Computer:

1. Touch the *Computer* button on the left side of the main menu on the touchscreen
2. If off, turn on the computer which is in the equipment rack to the right of the Smartboard.

Laptop:

1. Take the laptop VGA cable from the drawer in component cabinet and plug it into the laptop and the other end into the laptop jack connection on the table-front or table-rear.
2. Touch the *Laptop/Doc* button on the left side of the main menu and select *table front* or *table rear*.
3. You might need to hit the function key and F8 on your laptop to get it displayed.

DVD:

Insert DVD to DVD-ROM drive in computer and use computer program to view.

VCR:

1. Insert VHS tape into the Playback VCR, in the equipment rack.
2. Touch the *VCR* button on the left side of the main menu.
3. Control VCR from touchscreen controls, the actual VCR, or the remote in the drawer.

Recording:

1. Insert blank tape into the Recording VCR located in the equipment rack.
2. Press the *Event Record* button on the lower right side of the main menu.
3. Select the desired camera to use for recording.
4. Enlarge the recording area by touching the touchscreen. This will lead to the box where the moving/zoom/focus controls are located. Please adjust to your liking, then press anywhere outside of the box to minimize the screenshot.
5. Once you get back to the smaller screen with the control options, press *Record* to start recording. To view recording, eject tape from *Recording VCR* and place into *Playback VCR* and follow instructions in **VCR** section above.

Document Camera:

1. Push the power button on the Document Camera; located to the left (the Doc Cam should be located in the rear of the classroom, by the window, on a cart).
2. Touch the *Laptop/Doc* button on the left side of the main menu on the touchscreen and select *wall rack*.

Cable TV:

1. Touch the *VCR* button on the left side of the main menu.
2. Use the channel controls on the touchscreen to surf channels and/or find MSNBC.

Audio Tape:

1. Insert tape into the tape deck located in the Console.
2. Touch the *cassette* button on the left side of the touchscreen and use the touch pad function keys or the actual deck to control.

C) Shutting the System Down:

1. Log off and restart computer.
2. Turn off the Smartboard by touching the *Smartboard* button on the right side of the main menu and then touching *Off*.
3. Touch *System OFF*, on the lower right side of the main menu and then touch *YES*.