A) Getting Started:

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

Turning on the Projector:
1. Touch the *Displays* button on the right side of the main menu and then touch *Projector On*. This will automatically lower the screen and dim the lights. If you do not want this sudden change in room atmosphere, skip to the Lighting step below and then turn on the projector.

Lighting/Shades:
1. Touch the *Lights/Shades* button on the right side of the main menu and select the appropriately labeled button/presets 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.
2. If off, turn on the computer which is located in the console by pressing the top middle button on the hard drive.

Laptop:
1. Take the laptop VGA cable from the drawer in the console and plug it into the laptop and the other end into the laptop jack connection on the console.
2. Touch the *Laptop* button on the left side of the main menu.
3. You might need to hit the function key and F8 on your laptop to get it displayed.

VCR:
1. Insert VHS tape into the Playback VCR, located in the console.
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 a blank tape into the Recording VCR located in the equipment rack.
2. Press the *Event Record* button on the right side of the main menu
3. Select the camera for which you want to record with.
4. Move, zoom, and focus to your liking by pressing the relevant controls.
5. Once set, press Record to start recording.

Document Camera:

1. Hit the *Power* button on the Document Camera.
2. Touch the *Document Camera* button on the left side of the main menu on the touchscreen.

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

DVD:
1. Insert DVD into the DVD deck located in the Console.
2. Touch the *DVD* 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 projector by touching the *Displays* button on the right side of the main menu and then touch *Projector Off*.
3. Touch *System OFF*, on the lower right side of the main menu and then touch *YES*.