

**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* 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 closet door. It is a Dell machine, labeled CLS 17-12. 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 in the center of the teaching table. Plug into appropriate port on your laptop.
2. Touch the word *Laptop* on the left side of the menu, and select *Table*.
3. You might need to hit the function key and F8 on your laptop to get it displayed.
4. There is a similar solution if you prefer to work at the podium. Select *Lectern* on the *Laptop* menu.

**Document Camera:**

1. Select *Document Cam* from the left side of the main menu. It will automatically turn on – if not, select ON from the sub menu.
2. When finished, please turn this OFF.                      \*\*the machine is in the ceiling and uses the end of the student table

**DVD:**

1. Insert DVD into Sony DVD 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.
- \*additionally, you can use the Dell computer tray, 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 DLSATV4055.
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 4055 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.