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:
    1. Take the laptop/connection VGA cable from the drawer in the equipment cabinet and plug it into the laptop and the other end into the C*omputer In* jack on the table.
    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.

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. Insert a blank tape into the *Recording VCR* (make sure channel is set to L-1).
    2. Press the *Event Record* button in the lower right side of the main menu.
    3. First, choose the camera for which you will want to record with. Next, align, focus, and zoom the camera to your desired setup by using the controls on the touchscreen. (To align the cameras, touch the video window in the direction you wish to move the camera).
    4. To record, press ●. To view recording, eject and insert into *Playback VCR* and follow instructions mentioned in VCR section above.

Cable TV:
    1. Touch *VCR* on the left side of the main menu and use the controls on the touchscreen to surf channels and/or MSNBC.

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*.