



Crestron

TO START THE SYSTEM:

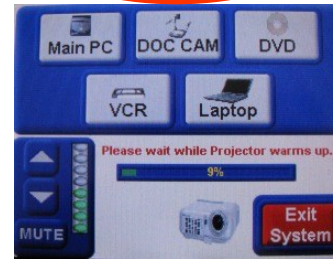
Touch the screen on the small black Crestron box located on the lectern's desktop, this will "wake up" the system. On the system's start up screen, touch the **Touch Here To Start** button.

The projector will begin to warm-up. This will take about 60 seconds. (To move the projector screen up and down use the wall-mounted control panel located to your back left, by the door.)

NOTE: The projector will always turn on when starting the system. If projection is not wanted press the **Mute** button on the lower left of the screen (this will disable all audio and video output). Projector will still be on and ready to use when needed.

Controlling the volume:

Volume is controlled from the Crestron Touch Panel, using the up and down arrows on the left part of the screen.



Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu
George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401



Computer

1. Press the CTRL-ALT-DEL keys.
2. Enter your NetID in the **User name** text box.
3. Enter your password in the **Password** text box.
4. Make sure that UMW is selected in the **Log on to** drop down window, and click OK.

To access the administrative account on the computer:

1. Enter Instructor in the **User name** text box.
2. Enter the password for the room in the **Password** text box.
3. Select the name of the computer (the this computer option) in the **Log on to** drop down window, and click OK.



- To access the generic student account follow the same directions as the administrative account, but enter student in the **User name** text box, and leave the **Password** text box blank.

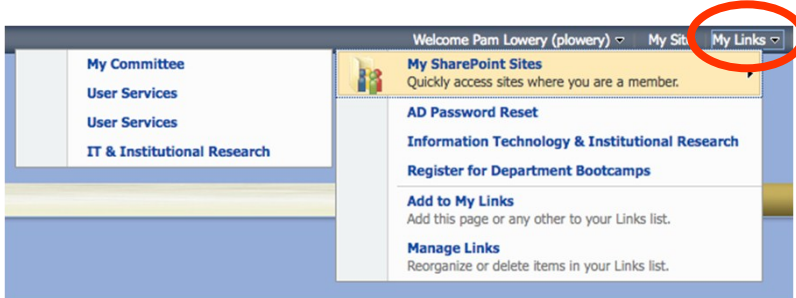
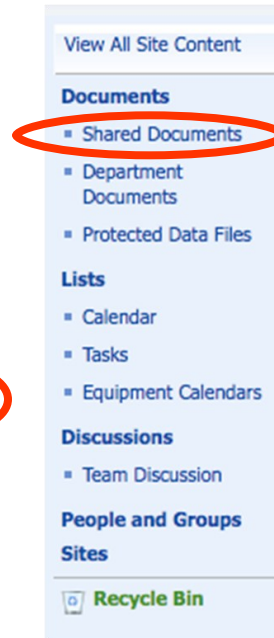
Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu
George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401



SharePoint

If you have documents in the shared space in EagleNet:

1. Log into EagleNet.
2. Migrate to your department's shared drive:
 - Click on **My Links** in the upper right corner.
 - Choose **My SharePoint Sites**.
 - Select your Department.
3. Click on **Shared Documents**.

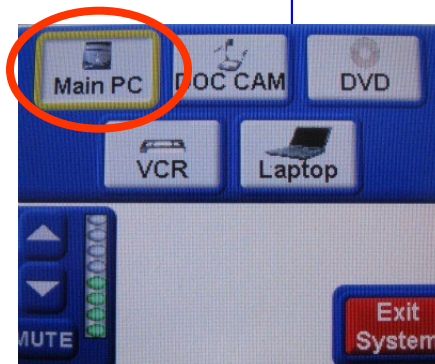


Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu
 George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401



Computer Image

1. Turn on the computer (via the computer's power button) inside the lectern, if it is not already on.
2. On the Crestron Touch Panel, touch the **Main PC** button.



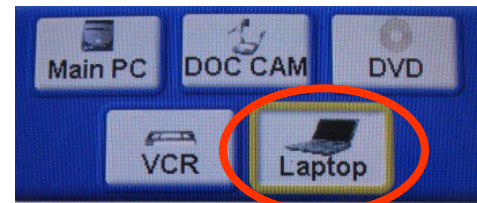
Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu
 George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401



Laptop Image

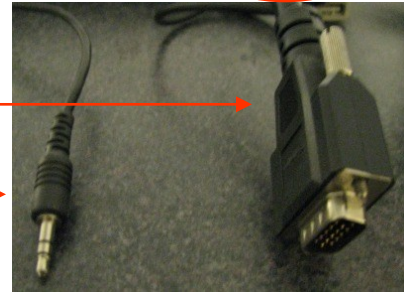
This lectern has a hook-up for a laptop provided through a pop up panel on the desktop.

1. Turn on your laptop.
2. On the Crestron Touch Panel, touch the **Laptop** button.
3. Plug the VGA cable into your laptop.



VGA →

Audio →

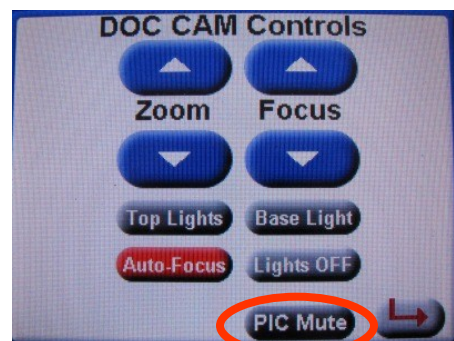


Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu
George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401



Doc Cam




1. Open the Doc Cam drawer on the left side of the lectern.
2. Push the release buttons at the arm base to release the camera head. After you've lifted the camera head, then lift the side lights.
3. On the upper right camera base, turn on the Doc Cam.
4. Place your document or item on the base under the camera.
5. On the Crestron Touch Screen, touch where it says **DOC CAM**.
6. Use the controls on the touch screen to control the Doc Cam:
 - Options Include—**Zoom, Focus, Top Lights, Base Light, Auto-Focus,** and **Lights OFF.**
 - **PIC Mute**—will disable all video and audio output.
 - **Return Arrow**—will take you back to the main menu.
7. When you are finished, use the switch to power down the Doc Cam.
8. Fold down the lights, and then the camera head (using the small release button at the base).
9. Close the drawer.



Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu
George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401



DVD


1. In the lectern, press the  button on the DVD Player.
2. Place your disk on the tray and press  again, to close.
3. On the Crestron Touch Panel, touch the **DVD** button.
4. Use the controls on the touch panel to control your DVD:
 - **Menu** button—will take you to the DVD's menu.
 - Arrow buttons—will allow you to move around in the DVD's menu.
 - **OK** button—will select an item on the DVD's menu.
 - Standard playback buttons—will allow you to **Play**, **Pause**, **Stop**, **Rewind**, and **Fast Forward**.
 - **Volume** arrow buttons—will allow you to adjust the volume, **PIC Mute** will mute all audio and video output.
5. When you are finished, eject your disk by pressing the  button on the DVD Player, and again, to close.

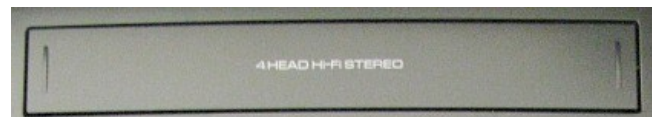


Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu
 George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401



VCR

1. Inside the lectern, load your VHS tape in the VCR Player.
2. On the Crestron Touch Panel, touch the **VCR** button.
3. Use the controls on the touch screen to control your VHS playback:
 - Standard playback buttons—will allow you to **Play**, **Pause**, **Stop**, **Rewind**, and **Fast Forward**.
 - **PIC Mute**—will disable all audio and video output.
4. When you are finished, eject your VHS tape by pressing the  button on the VCR Player.



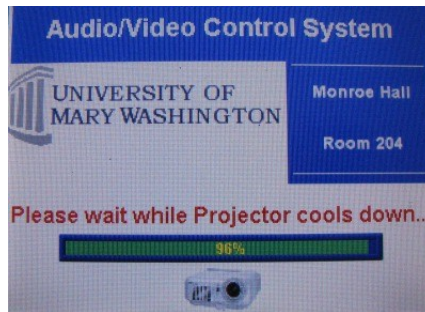
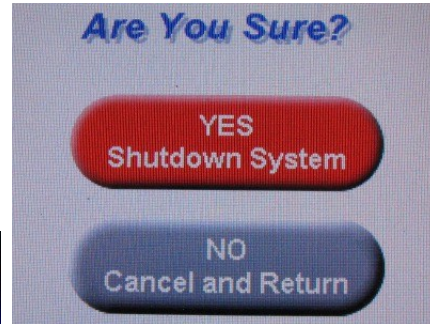
Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu
 George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401



Shutting Down

When you are finished, shut down the Crestron Touch Panel by touching the **Exit System** button in the lower right hand corner of the panel.

It will then ask you if you are sure you want to exit, choose **Yes Shutdown System** and wait for the projector to cool down.



Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu
George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401

TROUBLESHOOTING TIP: If your laptop image is not being projected, you may need to send a video signal to your laptop's VGA jack. This is usually done by pressing the blue FN (function) key on the laptop keyboard in combination with one of the F1-F12 keys on your keyboard. Look for a blue picture on one of the F1- F12 keys that looks like a monitor and press it then release. If this doesn't work, try it once more. If you still have no success, you will need to determine what the specific commands to do this are for your laptop.

VOLUME TIP: If no sound comes out of the speakers, make sure the volume is not muted on the computer:

- Double Click the speaker icon. This can be found in the bottom, right corner of the computer screen. The image is what will appear.
- Uncheck all mute boxes (4 total) that run across the bottom of the window.

