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 **Press 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 **Projector Mute** button on the upper center of the screen. 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 right part of the screen, the **Mute** button to stop all audio.

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Projection Options

If you wish to project in both rooms 319 and 320:
- Touch **Combine Room 319/320**

To choose what information appears on each of the projectors:
- Choose an option on the left: Computer, Doc Cam, Laptop, DVD, or VCR.
- Touch the screen option you wish it to appear on where it says **Clear**.
- If you wish the same thing to appear on both screens touch each of them, after you have chosen your option.
- If you wish to project different items on each screen, first choose what you wish to appear on the first screen and touch **Clear.** Next choose your option for the second screen and touch **Clear** for the second projector.
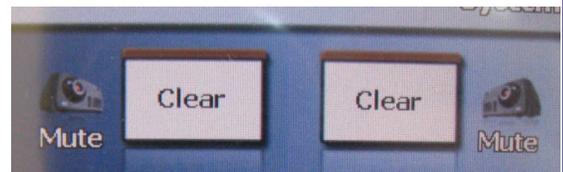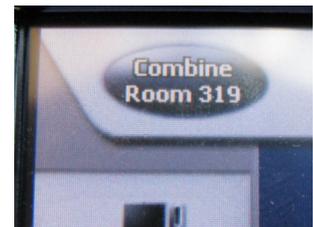
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Computer

1. Press the CTRL-ALT-DEL keys.

2. Click on OK to comply Logon Agreement.

3. Click **Switch User** and then choose **Other.**

4. To log in using your own credentials: In the **User name** box, enter UMW\yourNetID (i.e. plowery).

5. In the **Password** text box, enter the password that you use to log in to EagleNet.

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.
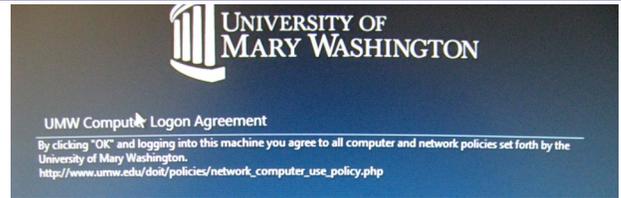
- To access the generic student account follow the same directions as the administrative account, but enter student in the **User name** text box, and leave the **Password** text box blank.
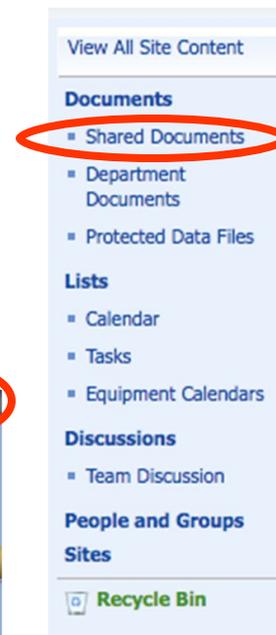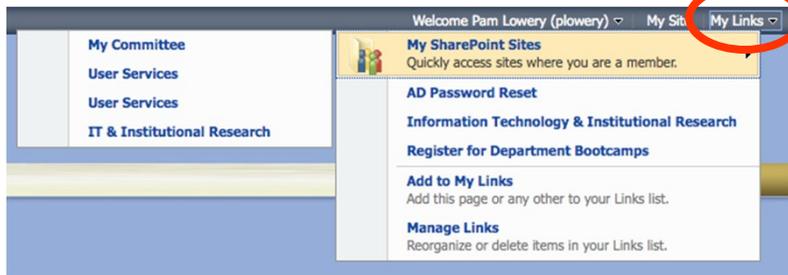
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Monroe 320

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**.

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Monroe 320

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 **Computer** button.

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Laptop Image

This lectern has a hook-up for a laptop provided through a "Cable Cubby" on the desktop.

1. Turn on your laptop.
2. On the Crestron Touch Panel, touch the **Laptop** button.
3. Touch **VGA**, or **HDMI** depending on the cord you're using. (It will match the picture on the touch panel.)

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Cable Cubby
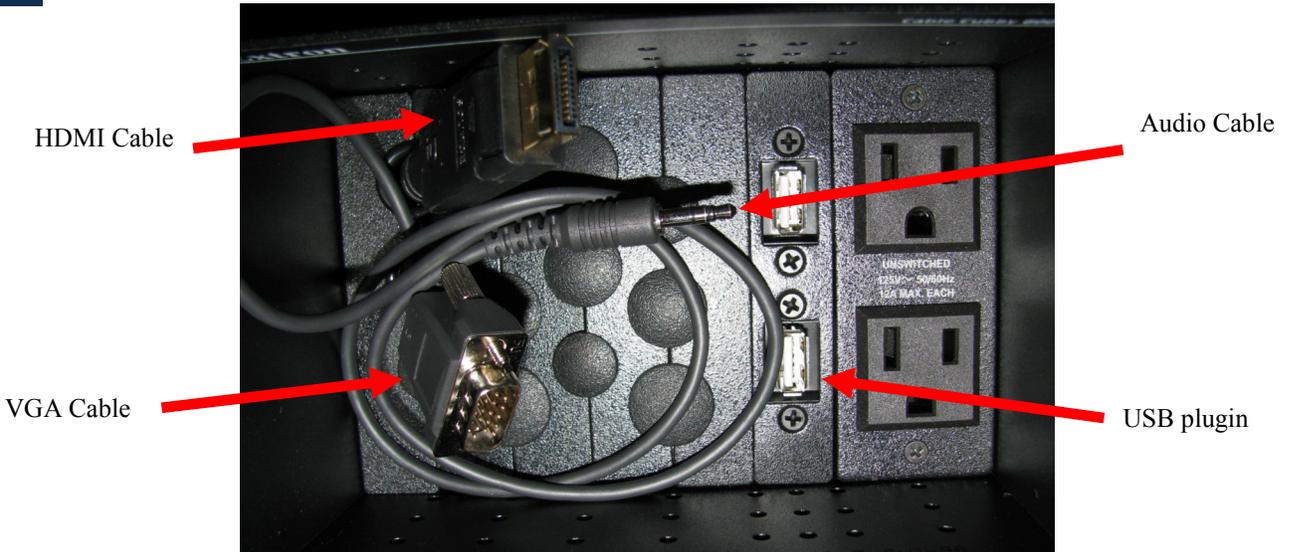
HDMI Cable

VGA Cable

Audio Cable

USB plugin

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Doc Cam

If you need to zoom in and out on the picture, use the up and down arrows labeled **Zoom**.

If you need to focus your image, touch the **Auto-Focus** button.

Laptop

Doc Cam

Zoom   Focus   Brightness

Lamp   Auto Focus

Rotate   Auto Iris

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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. Choose **DVD** located on the DVD player by pressing **VCR/DVD**, a green light should appear above DVD.
4. On the Crestron Touch Panel, touch the **DVD** button.
5. 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.
   - **Enter** 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, **Mute** will mute all audio.
   - **Projector Mute**—sends a black screen to the projector.
5. When you are finished, eject your disk by pressing the ⬛ button on the DVD Player, and again, to close.

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VCR

1. Inside the lectern, load your VHS tape in the VCR Player.
2. On the Crestron Touch Panel, touch the **VCR** button.
3. Choose **VCR** located on the DVD/VCR player by pressing **VCR/DVD**, a green light should appear above VCR.
4. 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**.
   - **Volume** arrow buttons—will allow you to adjust the volume, **Mute** will mute all audio.
   - **Projector Mute**—sends a black screen to the projector.
4. When you are finished, eject your VHS tape by pressing the ⬛ button on the VCR Player.
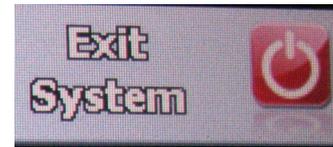
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Shutting Down

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

It will then ask you if you to shutdown the system or cancel and return, choose **Shutdown System** and wait for the projector to cool down.

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Monroe 320

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.