



19 University Place Room 102 Equipment Instructions

To access A/V controls

1. If the Crestron touch panel screen is black, press once to activate
2. When the New York University screen appears, press touch panel again to turn system on
3. Choose *Floorbox 1* for left podium position

To Power on projector:

1. Select “*Video Projector*” from Source Selection menu on the left of the touch panel.
2. Press **ON**
3. Screen will lower automatically (For manual screen controls, select *Environment* on the lower right hand side of the touch panel.)

To display a computer image:

1. Press “*Select PC*” on Source Selection menu on left, then Press “*Lectern Laptop*”
2. Connect VGA cable from podium panel to laptop
3. Power on laptop
4. Volume control on right hand side of touch panel (*Program Volume*)
5. If the image DOES NOT appear on the screen:

A) **PC USERS-**

Depress “FN” key and LCD/CRT
Key together once or twice

B) **MAC USERS-**

Open Apple menu, select
control panel, click *monitors*
Icon, then *arrange icon*.
Overlap monitor icons.

To display image from DVD or VCR:

1. Turn on DVD player(in booth rack) or VCR(in podium)
2. Press “*DVD*” or “*VCR*” on Source Selection menu on left
3. Image will display
4. Volume Control on right side of touch panel (*Program Volume*)

To display image from Document Camera:

1. Press “*Doc Cam*” on Source Selection menu on left
2. Press “**ON**”
3. Image will display
4. Release arm by pressing switch at base
5. Angle lens directly downward
6. Adjust lamps on either side

To Power off projector:

1. Press “*Video Projector*” on Source Selection menu on the left
2. Press **OFF**
3. To Exit system press “*Exit*” in lower right hand side of the panel

TURN OFF THE PROJECTOR AT THE CONCLUSION OF YOUR CLASS.

Call Campus Media x82655 for assistance.