① **Press the "Start" button to begin**

PROJECTOR — ON, OFF, BLANK

Start
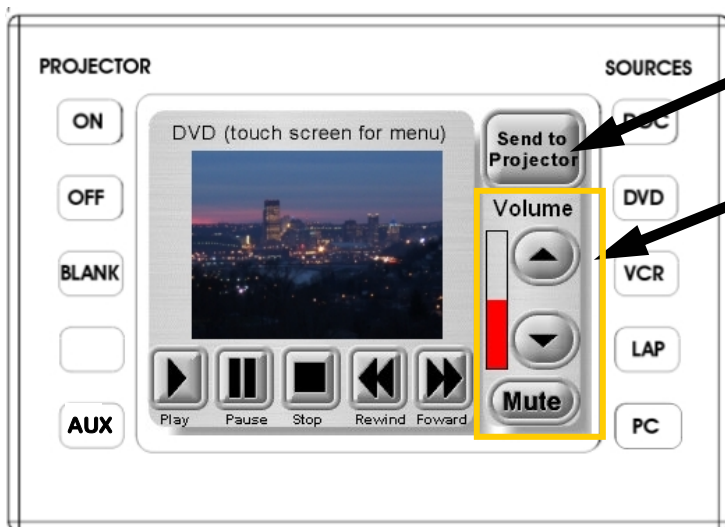
WESTMINSTER COLLEGE

SOURCES — DOC, DVD, VCR, LAP, PC

AUX

Using this Thompson-Clark Smart Classroom

① Press **START** to access the system controls on the touchpad. You can use these system controls whether the projector is on or not. Pressing **START** will <u>not</u> turn on the projector.

② The Projector **ON** , **OFF,** and **BLANK** buttons are here. Please note that the projector requires time to fully warm up or cool down before other commands can be sent to it. Pushing **BLANK** will black out the projected image until you press it a second time.

③ Select the source you wish to preview or control here. The center of the control pad will change to provide controls specific to the source you have selected. (See example below.)

④ Also source buttons, like those in #3. The **AUX** button connects audio/video for an external source (video camera, iPod, etc.) when connected through the AUX jacks in the lectern.

PROJECTOR — ON, OFF, BLANK, AUX

DVD (touch screen for menu)

Send to Projector

Volume

Mute

Play   Pause   Stop   Rewind   Foward

SOURCES — DOC, DVD, VCR, LAP, PC

⑤ Press **SEND TO PROJECTOR** when you want your source to be projected onto the classroom screen.

⑥ Volume up and down arrow controls, and **MUTE** adjust your audio levels. You will only hear your audio through the classroom speakers when you have sent your source to the projector, by pushing the button shown in #5.

⑦ ALWAYS remember to remove your media and shut down the system before leaving it unattended.

Using this Smart Classroom in Thompson-Clark

1. Lower the projection screen with the button located on the wall near the lectern.

2. Touch the Crestron control screen, and then press "START" (See #1 on other side for details.)

3. Turn on the rack **Master Power switch** first (required).

   Then turn on any other items you require in the following order:

   A) Turn on Computer Tower & Monitor if needed.

   B) Turn on Document Camera on top of lectern if needed.

   C) Turn on the DVD player if needed.

   D) Turn on VHS deck if needed.

4. Now turn on the Projector from the Creston control. (See #2 on other side for details)

5. Select the proper source on the Crestron control panel for the source you want to display.
   (See #3 and 4 on other side for details.)

6. Use the source control and menu buttons (PLAY, STOP, etc) on the Creston control panel as needed with your media. (See #3 on other side for details.)

7. To adjust the program volume, press "**UP**" or "**DN**" as needed on the Crestron control panel. Press "**MUTE**" to silence your program audio. (See #6 on other side for details.)

To power off the system:

A) Turn off the Projector from Creston control. (See #2 on other side)
   NOTE: The projector can not be turned back on until it has completely cooled.
B) Remove all media from equipment…tapes, discs, etc.
C) Exit windows and shut down the computer
D) Turn off the master power switch.
E) Check that all materials are secure and turn out the lights before leaving.

To access the WAVElink cable system:

A) Select **VCR** on the Crestron button control panel (See #4 on other side.)
B) Use the **CH UP** or **CH DN** buttons to select the appropriate channel.
C) Press "**Send to Projector**" when you want to display your channel on the classroom screen
D) Adjust volume accordingly. (See #6)

Please DO NOT REMOVE this "cheat sheet"