

# Library Computer Lab – DO NOT REMOVE

## **Section A – Instructions to use the VCR**

1. Locate the small Crestron screen on wall- if screen is blank, touch the glass screen
2. Touch the **VCR** button on the Crestron screen(turns on projector, lowers screen) there will be a countdown before starting
3. Turn on the VCR unit and insert the VHS into the VCR
4. Touching the **VCR** button on the Crestron screen again to bring up the play, stop, fast forward, rewind and pause functions (This can also be done manually on the VCR)

## **Section B – Instructions to use the DVD**

1. Locate the small Crestron screen on wall– touch the glass screen anywhere to begin
2. Touch the **DVD** button on the Crestron screen (turns on projector, lowers screen) there will be a countdown before starting
3. Turn on the DVD player and insert the DVD disk into the DVD player in the podium
4. Touch the **DVD** button on the Crestron screen again to bring up play, stop, fast forward, rewind, and pause functions (This can also be done manually on the DVD player)

## **Section C – Instructions to use a LAPTOP**

1. Locate the small Crestron screen on wall – if screen is blank, touch the glass screen
2. Turn on your laptop computer and plug your laptop into the power outlet on the wall
3. Connect the video cable (Labeled LAPTOP) from wall to laptop
4. Connect the network cable (Labeled NETWORK) from wall to laptop- if needed
5. Connect the audio cable (Labeled AUDIO) from wall to laptop- if needed
6. Touch the **LAPTOP** button on the Crestron screen (turns on projector, lowers screen) there will be a countdown before starting
7. Logon to the network if needed
8. Toggle your laptop settings by holding down the FN button and F8 keys until image is seen on the laptop and the screen

## **Section D - Instructions to LOWER or RAISE SCREEN**

1. Locate the screen up and down switch on the wall to the left of the Crestron screen **OR**
2. Locate the small Crestron screen on wall – if screen is blank, touch the glass screen
3. Touch the **SCREEN** button on the Crestron screen- touch arrow buttons to bring screen up or down. (There is also a screen up and down switch on the wall to the left of the projector screen, in case the arrow keys on the screen fail)

## **Section E - Instructions to use an OVERHEAD PROJECTOR or VIDEO MUTE**

1. Locate the screen up and down switch on the wall to the left of the Crestron screen **OR**
2. Touch the **SCREEN** button
3. Touch the **VIDEO MUTE** button to mute the projector image, but sound will continue

## **Section F - Instructions to adjust room LIGHTS or SOUND**

1. Room lights are controlled manually by using the light switches on the wall
2. Volume controls are on the Crestron screen (touch the **VOL** arrow keys on the right of the screen to bring turn volume up or down, or touch the speaker icon to mute sound)

## **Section G – Instruction to SHUTDOWN**

1. Locate the small Crestron screen on wall- if screen is blank, touch the glass screen
2. Touch the **POWER** button on the Crestron screen. (turns off projector, raises screen)

**The HELP-LINE PHONE is available in the back of the room. DIAL x3-7001**