

# Rubloff 140 – DO NOT REMOVE

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

1. Make sure MAIN POWER is on (device labeled with a YELLOW TAG)
2. Locate the small Crestron screen on the podium - if screen is blank, touch the glass screen
3. Touch the **VCR** button (turns on projector, lowers screen) there will be a countdown before starting
4. Insert the VHS tape into the VCR in the podium
5. Touching the **VCR** button on the Crestron screen again will 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 COMPUTER or DVD**

1. Make sure MAIN POWER is on (device labeled with a YELLOW TAG)
2. Locate the small Crestron screen on the podium– if screen is blank, touch the glass screen
3. Touch the **CPU** button (turns on projector, lowers screen) there will be a countdown before starting
4. Turn on computer and monitor, logon to the network if needed
5. To play a DVD, locate computer CD EJECT button and put DVD in (DVD will start automatically)

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

1. Make sure MAIN POWER is on (device labeled with a YELLOW TAG)
2. Turn on your laptop and connect the video cable (Labeled LAPTOP) into your laptop
3. Connect the network cable (Labeled NETWORK) into your laptop- if needed
4. Connect the audio cable (Labeled AUDIO) into your laptop- if needed
5. Locate the small Crestron screen on the podium – if screen is blank, touch the glass screen
6. Touch the **LAPTOP** button (turns on projector, lowers screen) there will be a countdown before starting
7. Toggle your laptop settings by holding down the FN key and F8 key until the image is seen on the laptop and the screen.

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

1. Locate the small Crestron screen on the podium- if screen is blank, touch the glass screen
2. Touch the **SCREEN & MICS** button on the Crestron screen
3. Touch the arrow buttons to bring screen up or down.

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

1. Locate the small Crestron screen on the podium- if screen is blank, touch the glass screen
2. Touch the **SCREEN & MICS** button on the Crestron screen
3. To Black-Out the projector, touch the **VIDEO MUTE** key to mute the projector so the image will not be seen, 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 mute icon to mute sound)

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

1. Locate the small Crestron screen on the podium - if screen is blank, touch the glass screen
2. **If using the COMPUTER, remember to logoff**
3. Touch the **POWER** button on the Crestron screen. (turns off projector, raises screen)

**The HELP-LINE PHONE is available next to the chalkboard**