

# Rubloff 339 – 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– touch the glass screen anywhere to begin
3. Touch the **CPU** button on the Crestron screen (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 the 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. Locate the small Crestron screen on the podium – if screen is blank, touch the glass screen
3. Turn on your laptop and connect the video cable (Labeled LAPTOP) into your laptop
4. Connect the network cable (Labeled NETWORK) into your laptop- if needed
5. Connect the audio cable (Labeled AUDIO) into your laptop- if needed
6. Touch the **LAPTOP** button on the Crestron screen (turns on projector, lowers screen) there will be a countdown before starting
8. Log on to network if needed
9. Toggle your laptop settings by holding down the FN key and the 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** button on the Crestron screen- touch 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** 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 speaker 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. Touch the **POWER** button on the Crestron screen. (turns off projector, raises screen)

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