Equipment Instructions

Power On
- Turn on Main Power switch (toggle switch) – located on the very top right inside of large cabinet – ON IF ORANGE
- Turn on computer tower found in large cabinet – allow start up and log on
- Touch the small Crestron touch panel box located on top of desk
- Press the Computer button in top left of the Crestron touch panel to turn on Sympodium (computer monitor), projector, and document camera (ELMO).
- Click CTRL-ALT-DELETE on the computer keyboard and type in password (or user name and password if logging in as yourself)
- Turn on Samson component – if there is not a blue ring of light around button sound is off to the external speakers

Projector to VCR
- Touch the VCR button on the small Crestron touch panel box – located on top of desk
- Push play on VCR unit – located in cabinet under keyboard area
- Adjust sound via Crestron box located in cabinet under keyboard area.

Projector to DVD
- Touch the DVD button on the small Crestron touch panel box located on top of the desk.
- Push play on the DVD player located in the cabinet under the keyboard area.
- Adjust sound via Crestron box located in cabinet under keyboard area.

Shut Down
- Shut down computer completely
- Push the computer button on the small Crestron touch panel to turn off Sympodium (computer monitor), projector, and document camera (ELMO) and push yes.
- **BE SURE ALL EQUIPMENT IS OFF BEFORE TURNING OFF MAIN SWITCH**

These instructions are also located on the desk top of the teacher station. (if logged in as yourself and not teacher you will not see them)

If you need assistance please call the Help-Desk at extension **6730** between the hours of **7:30 am – 5:00 pm Monday - Friday**.