

SMB 162 AV System Operating Instructions

Important: All users of SMB 162 should read these instructions

In SMB Room 162, you operate all of the AV resources through a Crestron touch screen control panel. This panel controls laptop-, video-, DVD-, and document camera projection and volume.

To use the document camera:

1. Locate the **Crestron control panel** (small screen seated on a mount on top of the teaching station).
2. If the touch screen is blank, **press the screen firmly** and an image will appear telling you to “Touch Screen to Begin...” Do so.
3. The next screen gives you several projection options: VCR, DVD, laptop, DOC CAM (document camera). **Select DOC CAM on screen by pressing it.** Doing so will turn on the projector, lower the screen, and power up the audio simultaneously. (You may need to turn the VCR off.) A remote is not needed.
4. **Turn on** document camera (**green button** on left)
Note: there are **control buttons** on the document camera that control **focus, zoom, brightness, etc.** You will want to experiment and practice with these.
5. To **display a laptop** through the document camera do the following:
 - a. On the right side of the document camera, **push “INT/EXT” button once.** A green light will indicate that “EXT 1” has been selected.
 - b. Coming from the back of the doc cam is a loose **VGA cable** (15 pins). Connect this to the back of your laptop.

c. **Now...turn on your laptop.** Your image should be projected. If so, go to “e” below. If not, then you probably need to turn on the laptop’s EXTERNAL MONITOR PORT. Here’s how to do that:

d. *On your IBM laptop, press and hold down the “Fn” key (under the left “shift key) and simultaneously press the “F7” key. Wait five seconds.*

Repeat this procedure until you see the computer screen image on your laptop screen and projected by the date projector.

e. To toggle back to the document camera, **push the “INT/EXT” button two more times.**

6. **Turn system off when finished.** To do this, go to the *Crestron* control panel and push “BACK, ” then on the main menu screen, push “System Shutdown” (upper right). When the confirmation screen appears, press the “YES” button. (This powers off the projector and equipment, and it retracts the screen.)

7. Turn off the document camera.