

## **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 display your laptop:**

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 your choice on screen by pressing it**. Doing so will turn on the projector, lower the screen, and power up the audio simultaneously. A remote is not needed.
4. To **display a laptop** through the document camera (on top of teaching station) do the following:
  - a. **Turn on document camera** (green button on left)
  - b. **Select “Doc Cam”** from the Crestron control panel menu (see 1,2,3 above).
  - c. On the right side of the document camera, **push “INT/EXT” button once**. A green light will indicate that “EXT 1” has been selected.
  - d. **Connect** the loose **VGA cable** (15 pins) to the back of your laptop.

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

f. *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.*

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

h. To return to laptop projection, repeat step “c” above.

5. **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.)

6. Turn off the document camera.