ITS TechDocs

Harris 301 Conference Room : Directions for Use

Last Revised 10-28-20

General Directions
1. Press the **Crestron** touch screen on the tabletop to activate it. If the screen is folded into the table, press firmly on the rear edge to tip it up to view.
2. Press the raised **Sources** button to the left of the touch screen. Choose your source:

DVD/VCR	**AuxPC**
Aux Video	**Table Laptop** (VGA)

3. The Plasma TV Display will automatically turn on (green light) once you have made a selection. (If it does not turn on, press up on the Power button, located beneath the bottom left corner of the Display)
4. All audio is played out via the portable speaker on the a/v cabinet.
   - Turn the portable speaker on by pressing the **Power - On** button on the back of the speaker.
   - Attach the audio cable to the headphone jack of your laptop.
   - Control the volume by adjusting the **Volume** knob on the front of the speaker.
5. The **Enviro** button controls, on the touch screen, can be used to manually control the plasma screen, However … Always use the **Sources** button for initial startup and the **Exit** button for final shutdown.

To view a laptop computer (HDMI)
1. Attach the HDMI cable, attached to the Plasma TV Display, to your laptop.
2. Select a **Source** i.e. **DVD/VCR,** on the touch screen, to turn on the Plasma TV Display.
3. Press up on the **Input** button (located beneath the bottom left corner of the Display) until **Input 2B** appears on the Screen.
4. Turn on your laptop computer. The image should appear on the screen.
5. If you wish to hear audio, attach the ⅛" stereo cable from the portable speaker to your laptop's headphone jack.

To view a laptop computer (VGA)
1. Attach the VGA cable, located below the touch screen, to your Laptop.
2. If you wish to hear audio, attach the ⅛" stereo cable from the portable speaker to your laptop's headphone jack.
3. Press **Table Laptop** video source on the touch screen.
5. Turn on the laptop computer.

To view a laptop computer (Aux PC (VGA) jack inside the A/V cabinet)
1. Attach a VGA cable to your laptop and to the **Aux PC** jack inside the A/V cabinet.
2. If you wish to hear audio, attach the ⅛" stereo cable from the portable speaker to your laptop's headphone jack.
3. Press **Aux PC** video source on the touch screen.
4. Turn on the laptop computer.

To view the DVD/VCR player (Out of Order)

Final Shutdown
1. Coil all cables up off the floor, to prevent damage.
2. Always shut the Crestron system down completely. If you do not, you will cause problems for the next user.

To shut the Crestron system down
1. Press the raised **Exit** button to the right of the touch screen.
2. **"Are you sure you want to exit and shut the system down?"** Press **Yes**.
3. The Plasma screen will cool down and shut off automatically.

For Assistance: Call the ITS Help Desk: 717-358-**6789**