A. **How to start-up the AV system:**

1. ~All functions to control the AV system are found on the black Crestron touchpanel on top of the lectern. To start-up the AV system, simply touch the screen to begin the start-up sequence.

~NOTE: After this step, the 2 projectors will warm-up and both screens will lower from the ceiling. (Nothing will be seen on the screen yet, however). Proceed to the next step to show a computer image on the screen.

B. **How to see a the room PC on the projection screens:**

1. ~First, select “PC” as the source on the left...
2. Then press the “Projector Stage Right” button on the right to assign it to that screen.
3. Next, you may press the “Projector Stage Left” button to also show the PC on that screen.
4. Repeat these steps for each source that you wish to display on either screen.

~NOTE: the Dell monitor on the lectern should also now display the PC image. If not, check to see if the PC is powered-on, or tap the mouse to make sure the PC isn’t in standby mode.

**NOTE:** The audio will only be heard from the last source selected (PC, in this example).

*For help, please call the Help Desk at 766-HELP (4357).*
C. How to manually manipulate the system for a customized environment:

C.1. How to “black-out” the screen to give privacy to PC activities prior to presentations:

* Once the AV system is started, the projectors will show all on-screen actives (Email, for example) unless manually “blacked-out” To manually adjust the screens or projectors:

1. Push the “Utilities” button on the right.
2. Push the “Pic Mute On” button on that projector. (Then, when ready to present, push the “Pic Mute Off” to show the PC screen again).

* NOTE: The Dell monitor on the lectern will always MIRROR what is shown on the “Projector Stage Right”.

Therefore, to utilize the Dell monitor for privacy while reading email as described above, the PC must be assigned to “Projector Stage Right”. Then, the Dell monitor will show the email and the projected screen will not be visible to the audience due to the “Pic Mute” / “black-out” function.

C.2. How to use the whiteboard in addition to 1 projector and screen:

* Because both screens lower upon start-up as a default, they must be manually raised to allow for access to the whiteboard. As seen in the above example, it is a best practice to assign the source (e.g. “PC”) to the “Projector Stage Right”. Therefore, whiteboard access is available on the stage left with these steps:

1. Push the "Utilities" button on the right.
2. Push the “UP” button for “Screen Stage Left”.
3. Push the “Power Off” button for “Projector Stage Left”.

~End of AV Quickstart Guide.~