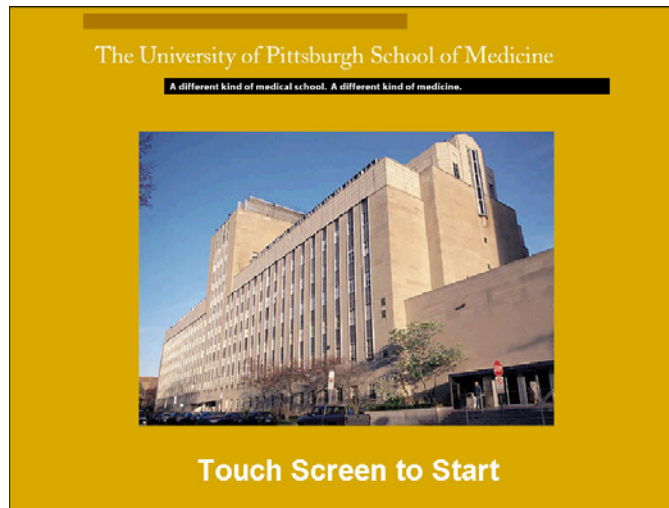


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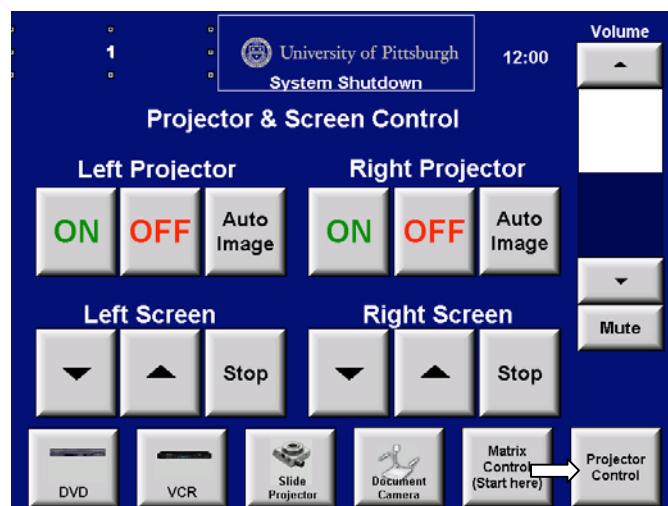
Turn on the System (this must be done first!):

1. Touch the center of the Crestron control panel in the podium.
2. A yellow University of Pittsburgh welcome screen will appear (see below). Touch the screen to activate the system.



To Turn on the Projectors and Lower the Screens:

1. Press the Projector Control button in the bottom right corner of the touch panel. This will bring up the Projector and Screen Control menu.



2. Select which projector you would like to use and press the ON button. When you turn on the projector, the screen will lower automatically. Likewise, the screen will automatically rise when the projector is turned off. *(Please note the orientation of the projectors. When*

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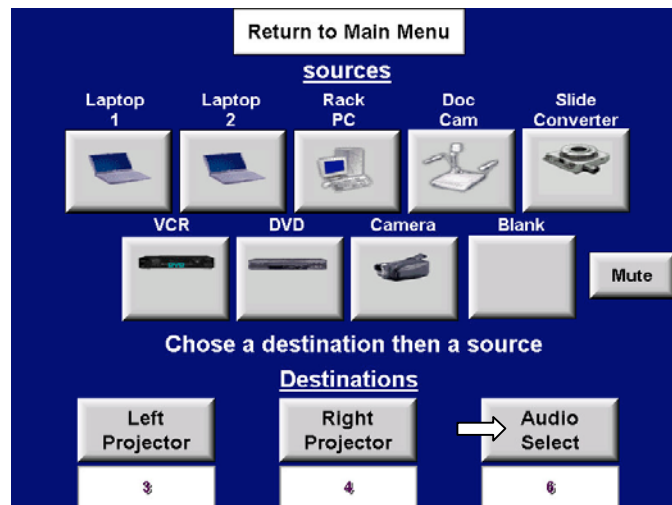
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standing in front of the room and facing the back, the left projector is on YOUR left and the right projector is on YOUR right.)

3. If you would like to manually lower or raise the screens, you may use either the up/down arrows in the Projector Control menu or you may use the buttons on the wall to the left of the chalkboards (this is your left when you are FACING the chalkboards).

To Use a Laptop:

1. Unlock the podium doors with the key found in the cabinet in the front AV closet. Two laptop video cables are located in the podium cabinet on the left-hand side.
2. There are two (2) laptop connections in the top of the podium. Choose either connector 1 or connector 2 (both are the same). Connect the video cable to the connector in the top of the podium and connect the other end to the back of your laptop.
3. Turn on your laptop (*please be sure to plug the video cable into your laptop BEFORE turning it on*).
4. Load your presentation on your laptop.
5. Select which projector you would like to use (left or right). On the Crestron touch panel, press the button labeled Matrix Control. The following menu will appear:



6. Select your destination (left/right projector) and press the corresponding button. Once you have selected your destination, you may select your source. Press the Laptop button that corresponds to the connector that you used. This will display your presentation on the projector that you selected. *Please note that you MUST select your destination (projector) BEFORE you select your source (device).*
7. If your presentation contains any audio clips, you must plug the audio cable (bundled with the video cable) into the audio jack in the laptop connector in the top of the podium. The other end of the audio cable must be plugged into the headphone jack in your laptop. In the Matrix Control menu, you will then need to press the Audio Select button (labeled above with an arrow) and then press the Laptop button that corresponds to the laptop connector that you chose.
8. When you are finished, please remember to:
 - a. Return the video cable to the podium cabinet
 - b. Lock the podium

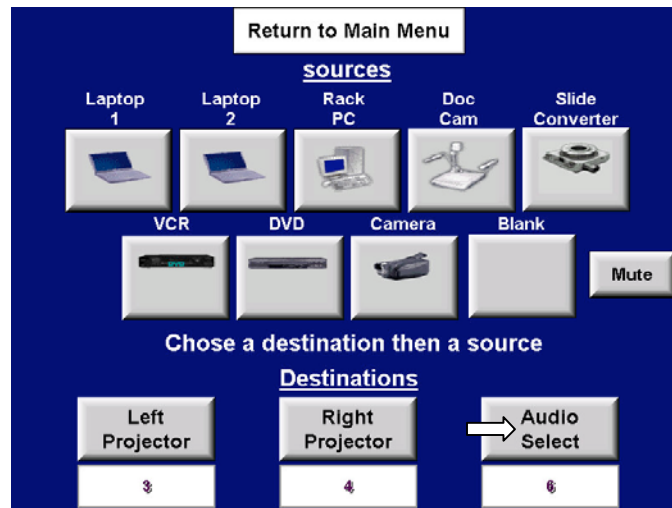
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- c. Return the podium key to the AV closet

To Use the PC in the Podium:

1. Unlock the podium doors with the key found in the cabinet in the front AV closet. The PC is located in the front of the podium on the left side.
2. Turn on the PC by pressing the power button on the tower.
3. Log in to Windows. The username is omedguest and the password is omedguest1.
4. Load your presentation on the computer using the CD-ROM, Zip, or floppy drive.
5. Select which projector you would like to use (left or right). On the Crestron touch panel, press the button labeled Matrix Control. The following menu will appear:



6. Select your destination (left/right projector) and press the corresponding button. Once you have selected your destination, you may select your source. Press the Rack PC button to display your presentation on the projector that you selected. *Please note that you MUST select your destination (projector) BEFORE you select your source (device).*
7. If your presentation contains any audio clips, press the Audio Select button (labeled above with an arrow) and then press the Rack PC button.
8. When you are finished, please remember to:
 - a. Remove any disks from the drives
 - b. Shut down the computer
 - c. Lock the podium
 - d. Return the podium key to the AV closet

To Use the Smart Sympodium with the PC:

1. The Smart Sympodium acts as the monitor for the PC. You can also use it in place of your mouse and to add written notes to your presentation.
2. To use the Sympodium as your mouse:
 - a. Pick up the pen and tap the screen. This is the same as clicking somewhere on the screen with the left mouse button.

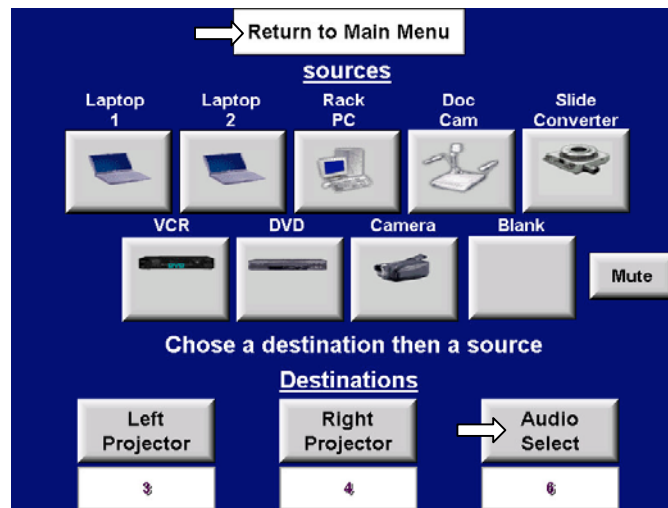
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- b. If you would like right-click on the screen, you must first press the button on the Sympodium that represents the right mouse button (the second button from the left).
 3. To use the Sympodium to write on the screen:
 - a. Press one of the Pen buttons at the top of the Sympodium. There are four Pen buttons (black, red, blue, and green) that represent the colors you can write in. Select a color and press the corresponding button.
 - b. Pick up the pen and write on the screen.
 - c. To erase something that you wrote, press the Eraser button at the top of the Sympodium (to the left of the pen buttons) and tap the area of the screen that you would like to erase.
 - d. To clear the entire screen, press the left mouse button at the top of the Sympodium (on the far left) and tap the screen.

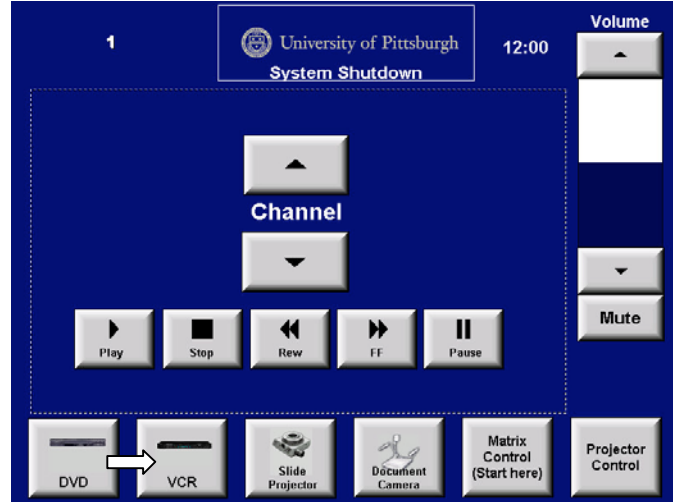
To Show a Video Cassette:

1. Unlock the podium doors with the key found in the cabinet in the front AV closet. The VCR is located in the front of the podium on the right side.
2. Turn on the VCR by pressing the power button.
3. Insert your video cassette.
4. Select which projector you would like to use (left or right). On the Crestron touch panel, press the button labeled Matrix Control. The following menu will appear:



5. Select your destination (left/right projector) and press the corresponding button. Once you have selected your destination, you may select your source. Press the VCR button to display your movie on the projector that you selected. *Please note that you MUST select your destination (projector) BEFORE you select your source (device).*
 6. Press the Audio Select button (labeled above with an arrow) and then press the VCR button.
 7. To play your video, you must first return to the main menu on the Crestron touch panel. Press the Return to Main Menu button (labeled with an arrow in the above image).
 8. Press the VCR button at the bottom of the screen (labeled below with an arrow) to display the VCR controls. Press the button on the screen that corresponds to the action you would like to perform.

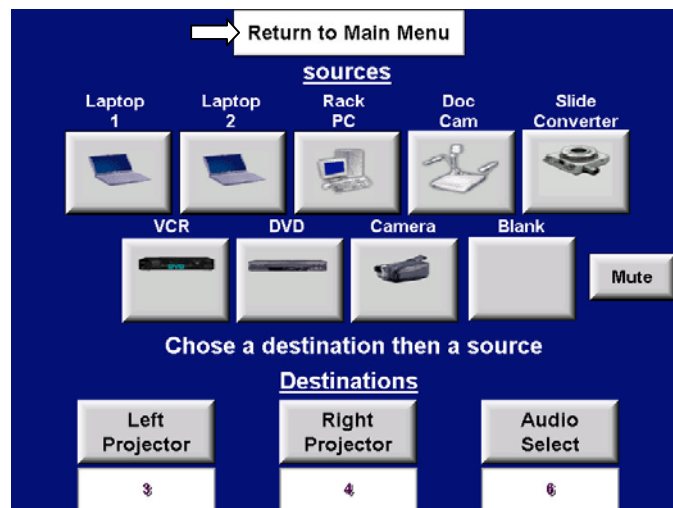
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9. When you are finished, please remember to:
 - a. Remove your video cassette from the VCR
 - b. Lock the podium
 - c. Return the podium key to the AV closet

To Show a DVD:

1. Unlock the podium doors with the key found in the cabinet in the front AV closet. The DVD player is located in the front of the podium on the right side.
2. Turn on the DVD player by pressing the power button.
3. Insert your disk.
4. Select which projector you would like to use (left or right). On the Crestron touch panel, press the button labeled Matrix Control. The flowing menu will appear:



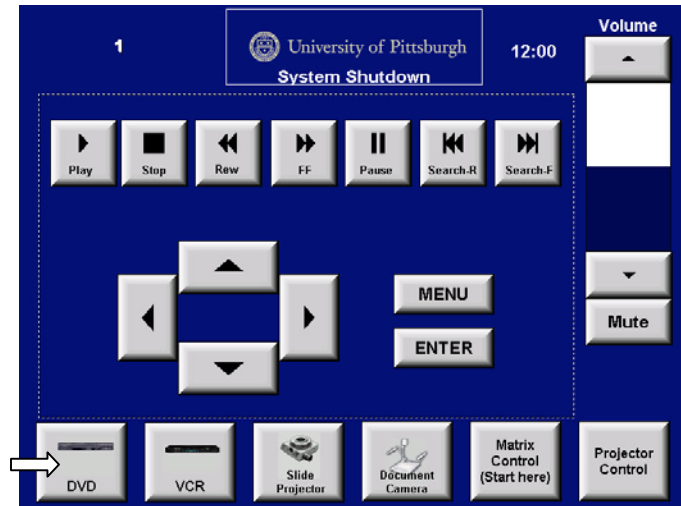
5. Select your destination (left/right projector) and press the corresponding button. Once you have selected your destination, you may select your source. Press the DVD button

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to display your movie on the projector that you selected. *Please note that you MUST select your destination (projector) BEFORE you select your source (device).*

6. Press the Audio Select button (labeled above with an arrow) and then press the DVD button.
7. To play your DVD, you must first return to the main menu on the Crestron touch panel. Press the Return to Main Menu button (labeled with an arrow in the above image).
8. Press the DVD button at the bottom of the screen (labeled below with an arrow) to display the DVD controls. Press the button on the screen that corresponds to the action you would like to perform.

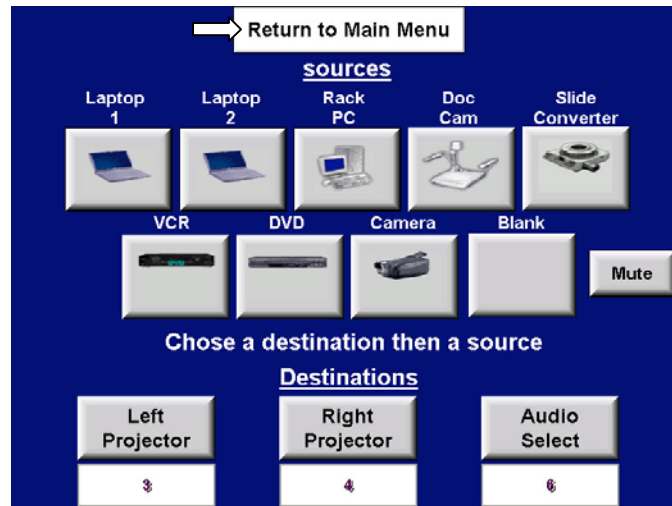


9. When you are finished, please remember to:
 - a. Remove your disk from the DVD player
 - b. Lock the podium
 - c. Return the podium key to the AV closet

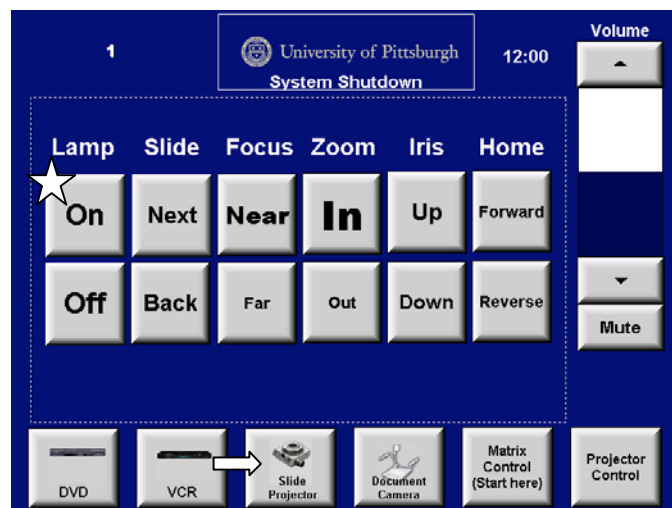
To Show a Slide Presentation:

1. The slide converter is located in the cabinet inside the AV closet in the front of the room. Unlock the door with a Y-64 key.
2. Place your slide carousel on the projector.
3. Select which projector you would like to use (left or right). On the Crestron touch panel, press the button labeled Matrix Control. The flowing menu will appear:

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4. Select your destination (left/right projector) and press the corresponding button. Once you have selected your destination, you may select your source. Press the Slide Converter button to display your slides on the projector that you selected. *Please note that you MUST select your destination (projector) BEFORE you select your source (device).*
5. To advance through your slides, you must first return to the main menu on the Crestron touch panel. Press the Return to Main Menu button (labeled with an arrow in the above image).
6. Press the Slide Converter button at the bottom of the screen (labeled below with an arrow) to display the slide controls. Press the button on the screen that corresponds to the action you would like to perform. *(Note: If you do not see your slides on the screen, you may need to press the Lamp "On" button labeled below with a star)*



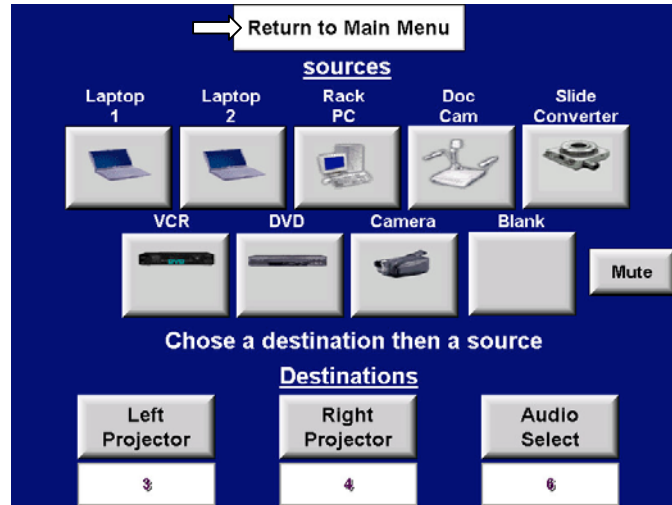
7. When you are finished, please remember to take your slides.

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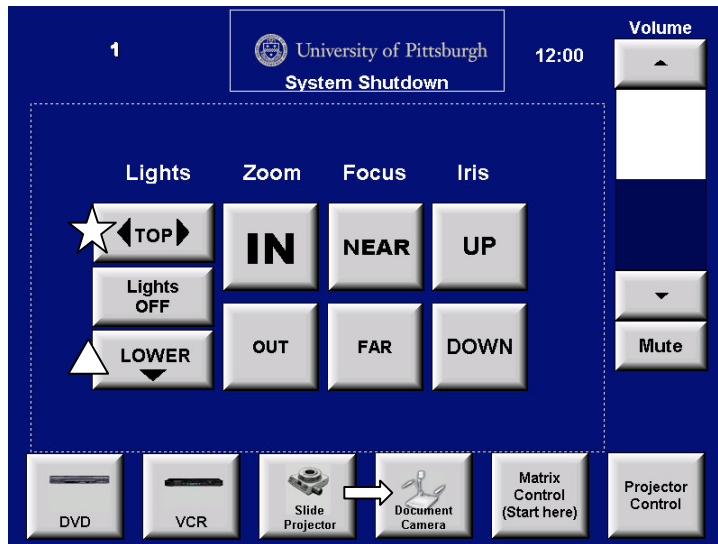
To Use the Document Camera:

1. Unlock the podium doors with the key found in the cabinet in the front AV closet. The document camera is located in the drawer in right side of the podium.
2. Raise the top arm of the camera and the two side lamps.
3. Place the object that you would like to display on the surface of camera.
4. Select which projector you would like to use (left or right). On the Crestron touch panel, press the button labeled Matrix Control. The flowing menu will appear:



5. Select your destination (left/right projector) and press the corresponding button. Once you have selected your destination, you may select your source. Press the Doc Cam button to display your object on the projector that you selected. (*Please note that you MUST select your destination (projector) BEFORE you select your source (device)*)
6. To turn on the lights on the document camera, you must first return to the main menu on the Crestron touch panel. Press the Return to Main Menu button (labeled with an arrow in the above image).
7. Press the Doc Cam button at the bottom of the screen (labeled below with an arrow) to display the document camera controls. Press the button on the screen that corresponds to the action you would like to perform.
 - a. If you are showing a transparency, you must turn on the lower lights (labeled below with a star).
 - b. If you are showing an opaque object, you must turn on the top lights (labeled below with a triangle).

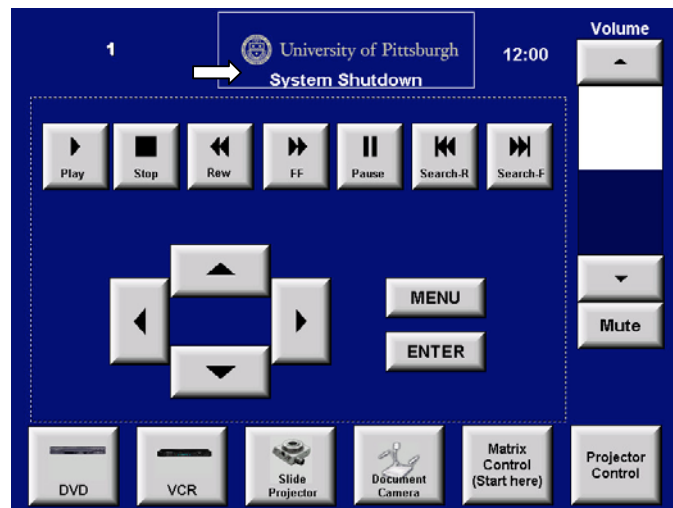
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8. When you are finished, please remember to:
 - a. Take all materials with you
 - b. Slide the document camera drawer back in
 - c. Lock the podium
 - d. Return the podium key to the AV closet

To Shut Down the System:

1. From the Main Menu, press the System Shutdown button (labeled below with an arrow). This will automatically power down the projectors and raise the screens.



2. Please make sure the podium is locked, the podium key has been returned to the AV closet, and you did not leave any materials behind.