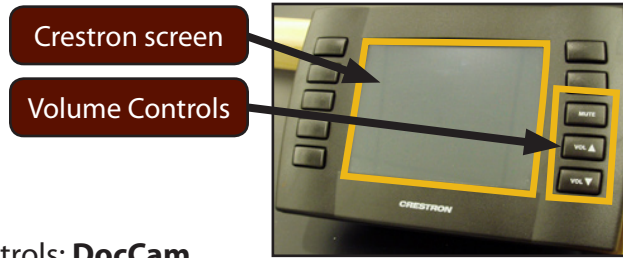


Quick Start Guide for using TEC Classrooms in Science Hall

#1: Touch the Crestron Screen to Activate System

1. If the Crestron screen is dark, touch once to awaken from sleep mode, and once more to activate the system. Projector controls will appear on the Crestron screen.



Crestron Unit



Projector Controls

#2: Choose from Projector Controls

1. Select the input you would like to project from the Projector Controls: **DocCam, VCR, DVD, PC, Laptop, Mac** (if available). **Wait 30 seconds for the projector to warm up completely.**

#3: Use or Display Equipment

Display Laptop

Remove VGA cable from drawer. Plug one end into laptop and the other into the upper corner of the equipment rack in the desk. Select **Laptop** on Crestron screen. To toggle laptop for display on LCD/Monitor, press **fn + f8** or **fn + f7**.

DVD

Push the **Power** button on the DVD player and insert DVD. Select **DVD** on Crestron screen, DVD Controls will appear. Press **Control**. Use these controls to play and navigate DVD menu.

VCR

Select **VCR** on Crestron screen. Insert a VHS tape into the VCR. VCR is powered on when tape is inserted. Use the controls on Crestron screen to play, fast forward, rewind, stop and pause the VHS tape.

Adjust Volume

Use the volume up, down, and mute buttons on the Crestron unit (located to the right of the Crestron screen) to adjust the volume for the PC, DVD or VCR.

USB/Flash/Jump Drive

Insert USB drive into USB port on the upper left or right corner of keyboard. *Before* removing USB drive, click on **Safely Remove** on the Windows taskbar (PC), or drag the USB drive icon on Desktop to the Trash in the Dock (Mac).

Computer (PC and Mac)

Push the **Power** button on the computer. At the Novell screen, enter your Rowan username and password. Click **OK**. If you do not have an account, type **guest** into both the *Username* and *Password* fields. Click **Advanced** and select your current location (i.e. BunceLab205, **not** ROWANADS) from the *From* drop-down menu.

#4: Exit the System

Remove all CD's, DVD's, and VHS tapes from the equipment. Shut down the computer. Touch the **X** button in the upper right-hand corner of the Projector Controls on the Crestron screen. When prompted "Are you sure you want to exit?", touch **Yes**. The System will power down.

#5: For Support and More Information

For detailed instructions, see the TEC Classroom Manual in the desk drawer or visit: http://www.rowan.edu/toolbox/tec_rooms to view or print any manual for any TEC classroom. Report Equipment problems to extension **5552** and **leave a voice message including the phone number and classroom location you can be reached** or email itsupport@rowan.edu.