Bartlett Theatre A/V Instructions

PROJECTOR

- To power on the projector, touch the Crestron screen on the A/V rack to awaken the screen
- Touch the WesternU logo when it appears, the projector will turn on automatically
- To power off the projector, press System Off on the menu screen
- To display desired sources, press the button on the menu screen that corresponds to source
- To mute projector display, press Picture Mute on the menu screen

LAPTOP INPUT

- Connect the VGA cable and the audio cable, located at the lectern, to the laptop
- Select Laptop as your source on the menu screen
- If there is no display, toggle the laptop by selecting Fn + F5 / F6 / F7 / F8 (varies depending on the laptop) on the laptop

DOCUMENT CAMERA INPUT

- Pull out the document camera, which is hidden inside the side of the lectern
- Turn on the document camera by pushing the power button on the document camera
- Select Doc-Cam as your source on the menu screen
- Adjust lighting and lamp on the document camera as needed for display

VCR/DVD INPUT

- Insert desired VHS or DVD disc into VHS/DVD player, which is inside the A/V rack
- Turn on the VHS/DVD player by pushing the power button on the player
- Select VCR or DVD according to your desired choice as your source on the menu screen

AUDIO

- To adjust the audio level:
  - Adjust volume settings on the laptop
  - Adjust volume settings through the Audio settings on the menu screen

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