Activating the Control System
- On the top of the podium, locate the Crestron touch screen control.
- If the screen is black, touch it once to wake up the control system.
- Touch the Tufts Music Department splash screen to view the Main Menu.

Setting the Environment
- From the Main Menu, press the button labeled Environment.
- From the Environment Room Controls page, press the button labeled Room Setup.

Setting the Podium’s Location
- Press the button labeled Podium Stage Right, if it is located at stage right.
- Press the button labeled Podium Stage Left if it is located at stage left.

Setting the AV Stage Rack’s Location
- Press the button labeled Portable AV Rack Stage Right if it is located at stage right.
- Press the button labeled Portable AV Rack Stage Left if it is located at stage left.

Returning to the Main Menu
Press the button labeled Back to return to the Main Menu.

Adjusting the Lights
- From the Main Menu, press the button labeled Environment.
- From the Environment Room Controls page, press the button labeled Lighting Control.

<table>
<thead>
<tr>
<th>To illuminate...</th>
<th>Select...</th>
</tr>
</thead>
<tbody>
<tr>
<td>The stage</td>
<td>Preset 1</td>
</tr>
<tr>
<td>The entire room</td>
<td>Preset 6</td>
</tr>
</tbody>
</table>

Projecting from Your Laptop
Selecting your Laptop
- From the Select Source area of the Main Menu, press the button labeled Computer.
- From the Computer area, press the button labeled Laptop 1 (or Laptop 2).

Connecting your Laptop
- Using the audio/video cable labeled with Laptop 1 (or Laptop 2):
  - Plug the video connector into your laptop’s external monitor port.
  - Plug the audio connector into your laptop’s headphone port.
- Plug the network cable labeled Laptop 1 (or Laptop 2) into your laptop’s network port.
- Start up your laptop.

Projecting from the DVD Player
Selecting the DVD Player
- From the Select Sources area of the Main Menu press the button labeled DVD.
- From the DVD Select area, press the button labeled Stage Rack DVD.

Projecting from the DVD Player
- In the black cabinet labeled AV Equipment, locate the DVD player.
- Insert your DVD into the DVD player.
- Press the appropriate buttons on the Stage Rack page to control your DVD.

Projecting from the VCR
Selecting the VCR
- From the Select Source area of the Main Menu, press the button labeled VCR.
- From the VCR Select area, press the button labeled Stage Rack VCR.

Projecting from the VCR
- In the black cabinet labeled AV Equipment, locate the VCR.
- Insert your videotape into the VCR.
- Press the appropriate buttons on the Stage Rack page to control your video.
Projecting from the CD Player

Selecting the CD Player
- From the Select Source area of the Main Menu, press the button labeled **Stage CD/Cass**.
- From the Stage area, press the button labeled **CD**.

Projecting from the CD Player
- Locate the Stage Audio Rack in the stage left control area.
- Insert your CD into the CD player.
- Press the appropriate buttons on the Stage page to control your CD.

Projecting from the Cassette Player

Selecting the CD Player
- From the Select Source area of the Main Menu, press the button labeled **Stage CD/Cass**.
- From the Stage area, press the button labeled **Cassette**.

Projecting from the Cassette Player
- Locate the Stage Audio Rack in the stage left control area.
- Insert your cassette into the cassette deck.
- Press the appropriate buttons on the Stage page to control your cassette.

Adjusting the Volume

Adjusting the Program Volume
- On the right side of the Main Menu, locate the Pgm Volume area.
- To increase the volume, press the up-facing arrow labeled **Up**.
- To decrease the volume, press the down-facing arrow labeled **Dn**.

Adjusting the Microphone Volume
- On the right side of the Main Menu, locate the Mic Volume area.
- To increase the volume, press the up-facing arrow labeled **Up**.
- To decrease the volume, press the down-facing arrow labeled **Dn**.

Controlling the Projector
- On the left side of the Main Menu, locate the Projector Controls area.
- To turn off the projector, click on the button labeled **OFF**.
- To blank the classroom screen, press the button labeled **Mute Image**.
- To redisplay the classroom screen, press the button labeled **Show Image**.

When Your Class is Finished

Shutting Down Your Laptop
- Shut down your laptop.
- Disconnect the audio/video and network cables from your laptop and coil each up.

Shutting Down the DVD Player
- On the Stage Rack page, press the button labeled **Stop** to stop your video.
- Remove your DVD from the DVD player and close the cabinet doors.

Shutting Down the VCR
- On the Stage Rack page, click on the button labeled **Stop** to stop your video.
- Remove your videotape from the VCR and close the cabinet doors.

Shutting Down the CD Player
- On the Stage page, click on the button labeled **Stop** to stop your CD.
- Remove your CD from the CD player.

Shutting Down the Cassette Deck
- On the Stage page, click on the button labeled **Stop** to stop your cassette.
- Remove your cassette from the cassette deck.

Shutting Down the Control system
- On the top right corner of the Main Menu, click on the button labeled **Exit**.
- On the Exit System page, click on the button labeled **Yes, Exit**.

Please remember to **POWER OFF** at the end of your lecture!