

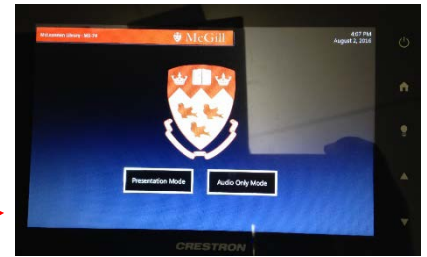
Using the Projector

1) Using Presentation Mode

Touch the **Crestron** control panel and select **Presentation Mode**.

2) Selecting a Source

There are two projectors (right and left), and five sources available to use.



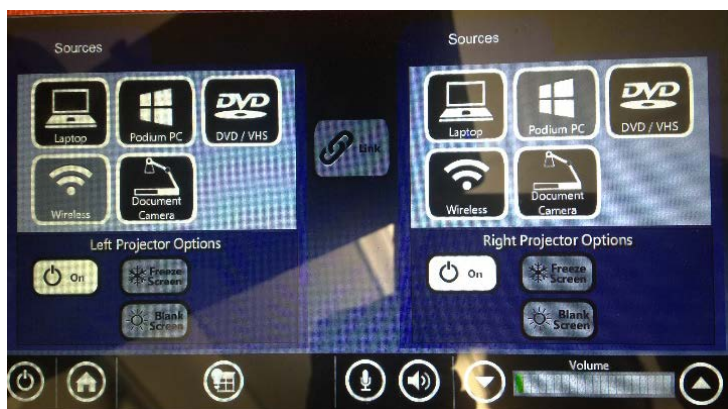
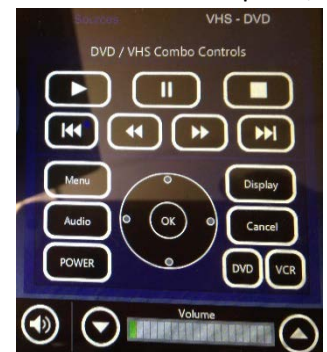
Laptop: This option is used when presenting from a laptop via VGA or HDMI connection.

Podium PC: This represents the computer that is located at the podium. You may need to turn on the computer, which is located below the podium desk on the left side. Please note that this computer has a touch screen monitor.

DVD/VHS: This source represents the DVD/VHS players used to show videos. The players are located in the left corner of the room behind the podium. The play functions can also be controlled by the Crestron panel as seen to the right.

Wireless: This option allows you to project your laptop screen or mobile device wirelessly.

Document Camera: This source connects to the document camera located just left of the Podium PC.



First select a **Source** for the left or right projector (or both) and wait a few seconds for the image to appear on the screen(s). One source can be used for both screens by clicking the **Link** button, or alternatively, dual sources can be used, in which each screen will display different sources simultaneously.

3) Freezing a Screen

To freeze the image on the screen(s), select the **Freeze Screen** button. Select the button again to unfreeze.

To temporarily stop projecting your source, select the **Blank Screen** button located under the **Freeze Screen** option. Select the button again to see make the image(s) on the computer reappear on the screen(s).

To turn one of the screens off, select the **Off** button.

4) Prepare the Lighting

To change the lighting for a presentation, select the image of the lightbulb & window on the bottom left hand side of the **Crestron** control panel. The **Presentation** option will be suitable for most cases; however, the **Video** option can also be used. The **Off** button will turn off all of the lights, while the **On** button will turn on all of the lights.

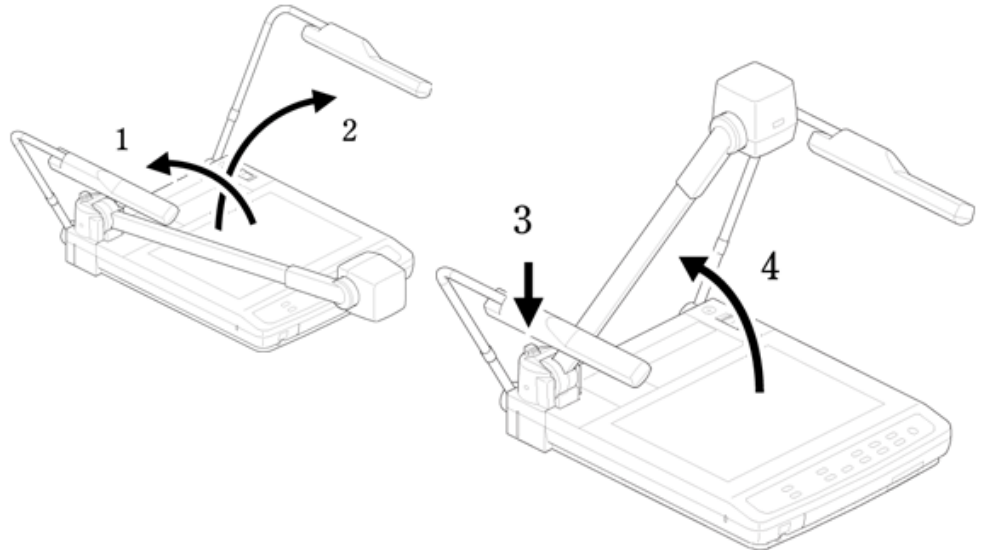
Using the Document Camera

1) Setting up the document camera

After selecting the **Document Camera** as a source, it should turn on automatically. You may have to set up the camera for use by unfolding the lamp arms and pressing the **Column Lock** button after raising the column up. Ensure that the column has been fully locked and that the lens of the column head faces downward.

2) Placing objects on the document camera

In addition to papers, transparencies, and books, the document camera can display 3 dimensional objects with the dimensions of 12"x12"x9".



3) Camera lighting

Press the **Lamp** button to turn on the camera lamp. However, when displaying transparencies or opaque objects, press the **Base** button.

4) Adjusting image size

To increase the size of the object press the **Zoom** buttons located on the base of the camera (**Tele** = zoom in, **Wide** = zoom out).

5) Focusing the camera

Select the **AF** button on the base of the camera to automatically focus an image.

6) Turning off the camera

You can turn off the document camera by selecting the **power button** on the Crestron panel screen.



Connecting a Wireless Device

1) Setting up the device

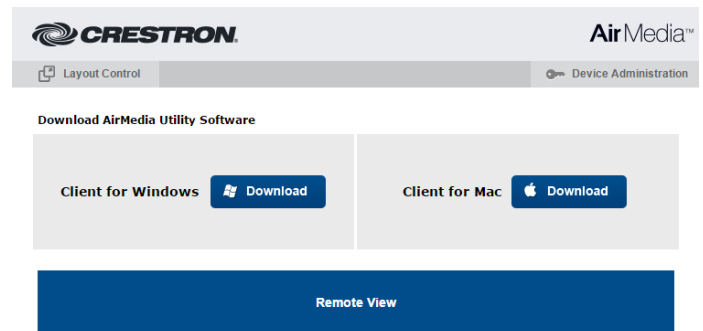
Ensure that your PC/Mac is turned on and Select the **Wireless** option as a Source on the Crestron panel.

PC & Mac: Open a web browser on your computer and enter the IP Address provided by Crestron (IP: **132.216.131.253**). Note: this address will appear on the projector screen.



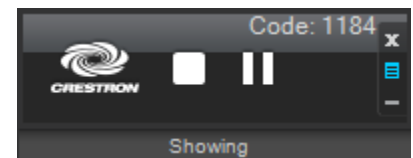
PC: Select **Client for Windows** and click on download. While the program is downloading, select Run and Allow access. Enter the **Code** provided by Crestron located on the top right corner of the projector screen, followed by connect.

Mac: Select **Client for Mac** and click on download. Check the Downloads folder, and open the program. Enter the access code provided by Crestron, and click on connect.



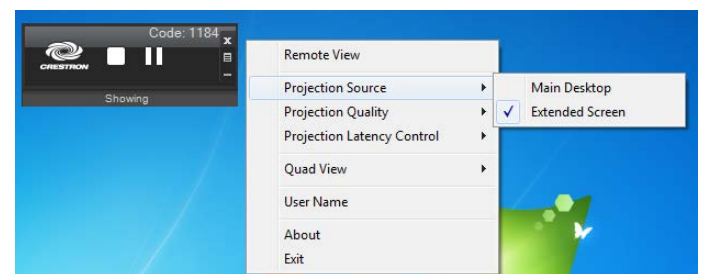
2) Using the Crestron toolbar

A small toolbar will appear in the middle of the screen and can be used to **Freeze (II symbol)** and **turn off the wireless connection** (). These functions can still be used on the Crestron panel as well. **Please note:** clicking stop will disconnect your device.



3) Extended screen

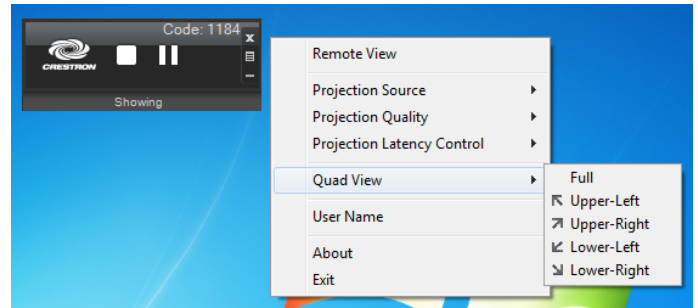
PC: Click on the scroll down bar and a menu will appear. Select **Projection Source** and the **Extended Screen** option will appear. When selecting this option the toolbars and desktop shortcuts will not be present on the presentation screen(s).



Mac: This function is not available on Mac devices.

4) Multiple sources on one screen (Quad View)

PC & Mac: To minimize the size of the wireless device screen on the projector and to show up to 4 sources at once, click on the scroll down bar and select **Quad View**. Four options are provided for you to select the suitable location for the image.



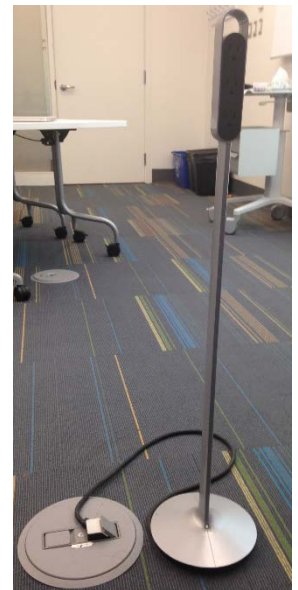
Electricity Poles

1) Setting up the poles

The electricity poles have plugs that will fit into a specific socket located on the classroom floor. Before using one of the outlets, be sure to securely plug in the pole to the matching socket.

2) Using the outlets

The poles have three outlets on each side, which provide a total of 6 outlets. The poles may be strategically placed in the classroom so that devices can be plugged/charged. Be aware of the slight incline that the floor socket and the electricity pole wire may cause.



Using the Epson Whiteboard

1) Turning on the whiteboard

Push the Whiteboard button on the right side of the left projector screen. This will turn on the whiteboard, and a white screen with a toolbar will appear.

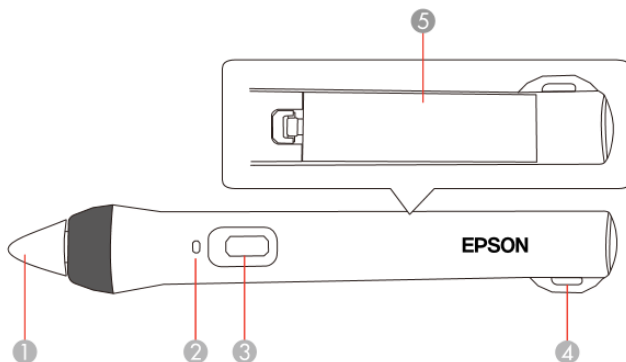
2) Using the pens

The projector comes with a blue pen and an orange pen, identified by the color on the end of the pen. You can use either pen, or both pens at the same time (there is both a blue pen and a yellow pen in the compartment beside the screen), with Easy Interactive Tools.

Make sure the pen batteries are installed.

Note: The pen turns off automatically after 20 minutes of inactivity. Tap the pen tip or press the button on the side of the pen to turn it back on.

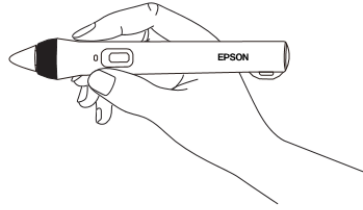
- To turn on the pen, tap the pen tip or press the power/function button.



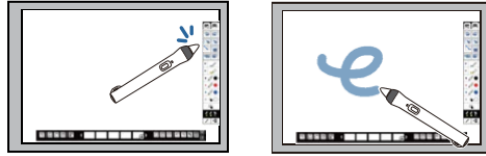
- 1 Pen tip
- 2 Battery light
- 3 Power/function button
- 4 Attachment for optional strap or cord
- 5 Battery cover

- Note: If you press the button, the battery light flashes briefly, then turns off. If the battery is low, the battery light flashes continuously.
- To select a projected item, such as an icon, tap the projection surface with the pen tip.
- To draw on the projected screen, tap the projection surface with the pen and drag it as necessary.
- To move the pointer, hover over the surface without touching it.
- To switch the pen from drawing tool to eraser, press the power/function button on the side.

- For best performance, hold the pen perpendicular to the board, as shown below. Do not cover the black section near the tip of the pen.



- To write or draw on the projection surface in annotation mode or whiteboard mode, do the following:



3) Using the whiteboard toolbars

You can use both pens at the same time in whiteboard mode.

1. Press the Whiteboard button on the remote control or control pad.

You will see the whiteboard screen, with the main toolbar and the bottom toolbar:

2. To move the main toolbar to the other side of the screen, select the arrow.

Note: You can use the pen or your finger to move the arrow up or down.

3. To add a new page, select the New page icon on the bottom toolbar.











Your current page appears as a thumbnail image on the bottom toolbar.






4. To close the main toolbar, select the icon at the bottom of the toolbar.







Note: If you want to hide the toolbar automatically after drawing, select the icon at the bottom of the toolbar.



5. To show or hide the bottom toolbar, select one of the arrows.

	Redo the last undo
	Select all objects in a rectangular area
	Select all objects in a freehand area
	Turn the pen into a draggable pointer
	Capture the selected area as an image
	Insert a .jpg or .png image from a thumbdrive or network folder
	Insert a circle, square, triangle, or other shape
	Switch to PC Free annotation mode
	Switch to whiteboard mode
	Undo the last annotation

	Write or draw free-form lines with custom pen
	Change highlighter pen color and width
	Write or draw free-form lines with transparent highlighter pen
	Black pen (fine point on left, thick on right)
	Red pen (fine point on left, thick on right)

	Blue pen (fine point on left, thick on right)
	Eraser (thin width on left, thick on right)
	Clear all content on page
	Displays the current color and mode for both interactive pens and finger (BrightLink Pro 1430Wi)
	Hide the toolbar after each annotation
	Close the toolbar

4) Selecting background templates

In whiteboard mode, you can insert horizontal lines, a graph-paper grid, or another background template and place it on your whiteboard pages. You can select from 10 pre-installed patterns or add up to 5 custom templates by accessing the projector through your web browser.

1. In whiteboard mode, select the Template tool on the bottom toolbar.

You will see the available templates.

2. Select one of the template patterns.
3. If you want to use the pattern for all the pages in the current session, select **Apply to all pages**.
4. To scale the pattern, select the pattern repeatedly to cycle through the different scales.

Note: Not all patterns will scale.

5) Selecting the line width & color



You can select the color and line width for both the custom Pen and the Highlighter tools.














1. Select the icon next to the custom Pen or Highlighter annotation tool.
2. Select the line width and color you want to use for the Pen or Highlighter tools.
3. Use the pen to write or draw on the projection surface.

6) Bottom whiteboard toolbar

The bottom whiteboard toolbar lets you add scanned or imported images, and view, save, print, or email your pages.



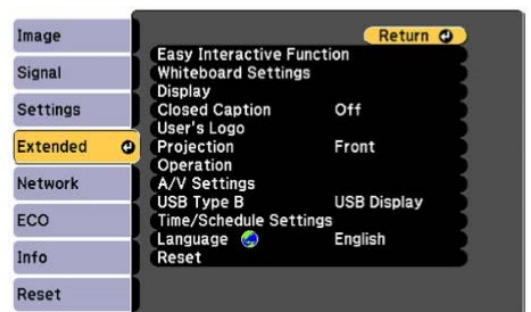
	Share the current whiteboard session
	Start a new meeting or whiteboard session

	Delete the current page
	Open a new page. The current page appears as a thumbnail on the bottom toolbar.
	Display the previous page thumbnail
	Display the next page thumbnail
	Print one or more pages
	Save a page or a series of pages on a thumbdrive or network folder
	Email a page or series of pages
	Select an input source
	Zoom into the whiteboard
	Stops projection and mutes audio. Touch the screen again to restore the image and sound.
	Split the screen and project two images. When the screen is split, select the tool again to return to a single image.
	Display a help screen for the toolbar functions
	Show or hide bottom toolbar

7) Save settings

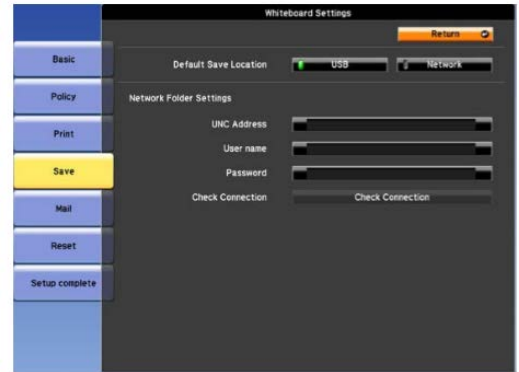
You can select the default settings for saving whiteboard pages from the projector.

1. Press the **Menu button** on the remote control.
2. Select the **Extended menu** and press **Enter**.
3. Select **Whiteboard Settings** and press **Enter**.
4. Select **Save** and press **Enter**
5. Select the following options for saving as necessary:



- Default **Save Location** lets you select either USB or Network for saving on a USB thumb drive or network folder. You can change this setting when you save in whiteboard mode, but not in annotation mode.

- **UNC Address** (Universal Naming Convention) lets you set a folder and path in the following format: \\host name\share name. You can use an IP address or a NetBIOS name as the host name. You can enter up to 63 alphanumeric characters for the address.



When an IP address is set as the host name, the projector communicates with the file sharing server using the CIFS protocol. If a routing configuration is used for the TCP protocol, the subnet is skipped and communication is performed outside the subnet.

When a NetBIOS name is set as the host name, the projector communicates with the file sharing server using the SMB protocol.

Note: The folder must be on a shared network drive. To save to a folder on a different network segment, use the WINS server setting on the wired or wireless network menu.

- **User name** lets you set the user name with read/write privileges on the network folder. You can enter up to 64 alphanumeric characters. You can enter a domain name by adding it before the user name and separating them with a backslash (domain\username).

- **Password** lets you enter a password for the user name. You can enter up to 64 alphanumeric characters. After you enter the password and select **Setup complete**, the password is hidden.

- **Check Connection** lets you test the network connection.

Note: Use the displayed keyboard to enter the address, user name, and password if necessary. Press the arrow buttons on the remote control to highlight numbers and press Enter to select them.

6. When you finish selecting settings, select **Setup Complete** and follow the on-screen instructions to save your settings and exit the menus.

8) Saving whiteboard pages

You can save your pages as .png, .ewf, or .pdf files and select the location (network folder or thumbdrive) where you want to store your files.

1. Press the **Save** button on the control pad or remote control, or select the **Save** tool on the bottom toolbar.
2. Select the location where you want to save your file, then select **OK**.

You will see a screen like the following (on the right):

3. To enter a file name, select the **File Name** text box.

The on-screen keyboard appears.

4. Use the keyboard to enter a file name, then select **OK**.

5. Select the location where you want to save the file by selecting the Location field. Choose either a USB or Network location and navigate to the target folder, then select OK.

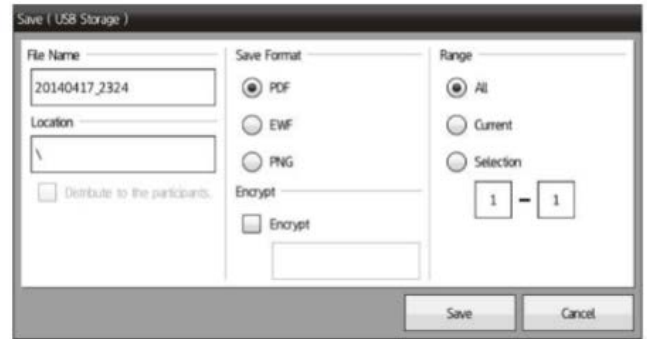
6. If sharing the whiteboard, select **Distribute to all participants** to temporarily save the file and make it available for download through a web browser. After the file is downloaded, it is erased.

7. Select the format for saving. If you choose PDF or EWF (Epson Whiteboard Format), you can encrypt the file and add a password. If you choose EWF, you can reopen the file later and continue editing.

8. Select one of the following under **Range**:

- **All**: save all the pages in the current whiteboard session (available for PDF or EWF format only).
- **Current**: to save only the current whiteboard page.
- **Selection**: if you want to save a range of pages. Tap the numbers in the boxes to select the range of pages (available for PDF or EWF format only).

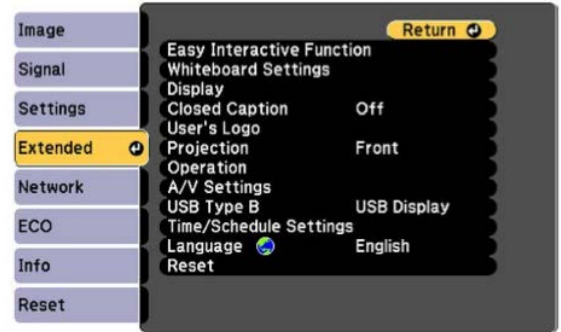
9. When you are ready, select **Save**.



9) Email settings

You can select the settings for emailing whiteboard pages from the projector.

1. Press the **Menu button** on the remote control.
2. Select the **Extended menu** and press **Enter**.
3. Select **Whiteboard Settings** and press **Enter**.
4. Select **Mail** and press **Enter**.
5. Select the following options for emailing as necessary:



- **SMTP Server** lets you enter the IP address or host name for the mail server. You can enter up to 63 alphanumeric characters. If you specify a host name, you must configure a DNS server.

Note: You cannot use the following IP addresses:
127.x.x.x, 192.0.2.x, or
224.0.0.0 to
255.255.255.255.

- **Authentication** lets you set the type of authentication expected by the mail server



- **Port Number** lets you enter a port number for the SMTP server. The default port is 25.

- **User name** lets you enter a user name for the mail server. You can enter up to 64 alphanumeric characters.
- **Password** lets you enter a password for the mail server. You can enter up to 64 alphanumeric characters.
- **Default e-mail address** lets you enter an optional address for testing. You can enter up to 64 alphanumeric characters
- **Send a test e-mail** connects to the SMTP server and sends a test email to the address you set as the default.

Note: Use the displayed keyboard to enter the addresses. Press the arrow buttons on the remote control to highlight numbers or characters and press Enter to select them. You cannot use spaces in the User Name and Password fields. You can not use spaces or the following symbols: " * + , ; < = > ? [] | in the Reply to and From fields.

6. When you finish selecting settings, select Setup Complete and follow the on-screen instructions to save your settings and exit the menus.

10) Emailing

If your projector is set up on your network, you can email your pages directly from the projector.

Note: Mail server settings must be configured before you can email from the projector. Use the Whiteboard Settings function on the projector's Extended menu to configure email options.

1. Select the **Email tool** on the bottom toolbar.

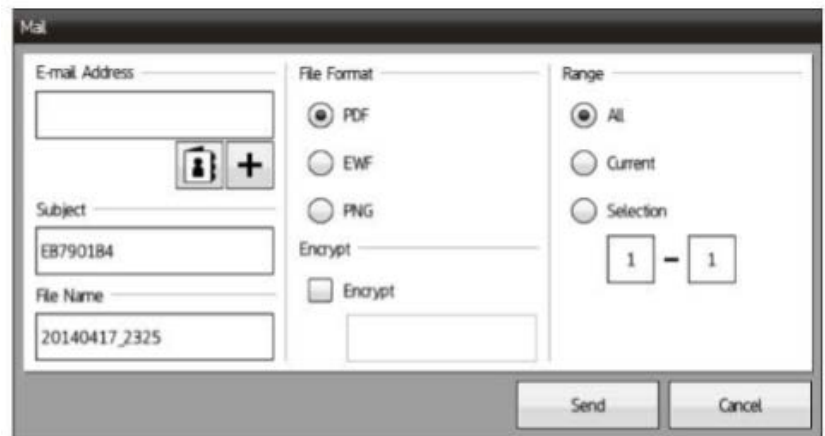
You see a screen like the following (at right):

2. To enter the email address for the recipient, tap the **E-mail Address** text box.

The on-screen keyboard appears.

3. Use the keyboard to enter the email address and select OK.

4. Select the plus icon to add another email address. You can send an email to 10 addresses.



The screenshot shows a 'Mail' dialog box with the following fields and options:

- E-mail Address:** An empty text box with an address book icon and a plus sign below it.
- Subject:** A text box containing 'EB790184'.
- File Name:** A text box containing '20140417_2325'.
- File Format:** Radio buttons for PDF (selected), EWF, and PNG.
- Encrypt:** A checkbox labeled 'Encrypt' which is unchecked.
- Range:** Radio buttons for All (selected), Current, and Selection. Below 'Selection' are two input boxes containing '1' and '1' with a minus sign between them.
- Buttons:** 'Send' and 'Cancel' buttons at the bottom right.

Note: If you imported an address book, you can select the address book icon to add up to 10 addresses.

5. Use the on-screen keyboard to enter the subject that you want to appear on the subject line.

6. Use the on-screen keyboard to enter a file name for the attachment.

7. Select the file format for emailing. If you choose PDF or EWF (Epson Whiteboard Format), you can encrypt the file and add a password.

8. Select any of the following under **Range**:

- **All:** to send all the pages in the current whiteboard session (available for PDF or EWF format only)
- **Current:** to send only the current whiteboard page
- **Selection:** if you want to send a range of pages (available for PDF or EWF format only). Tap the numbers in the boxes to select the range of pages.

9. When you are ready, select **Send**. Your page or pages are sent.

