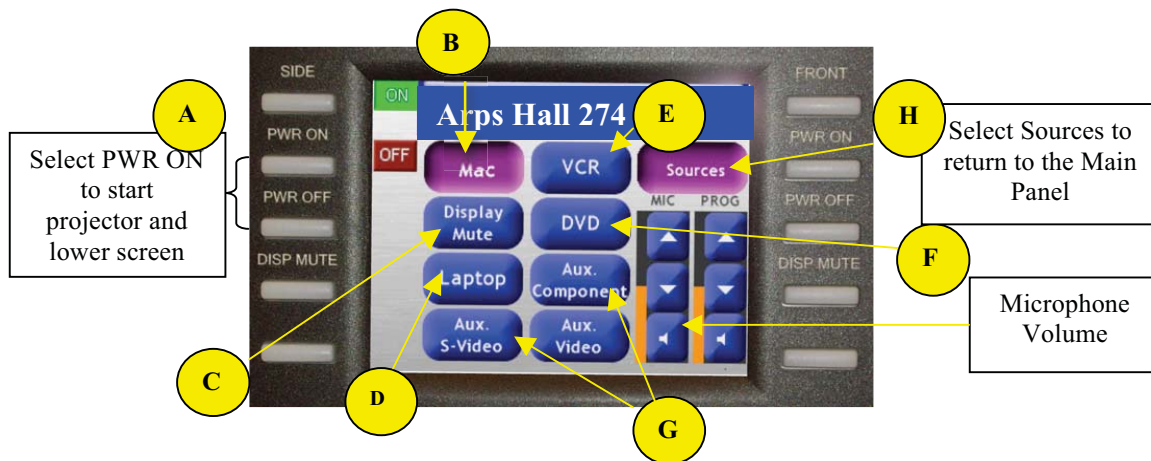


**Technology in School of Teaching & Learning Classrooms**

The following instructions are for the technology towers:


1. Tap the Panel on Tower to “Wake Up” the touch screen



1. **Crestron Main Panel** (aka Touch Screen)

A – Select the white buttons to the left of the touch screen to turn On or Off projector and to lower screen (*Note:* Arps 274 has an On/Off Switch for both front (right of screen) and side (left of screen) Projectors)

*Note:* It may take a minute or two for the projector to warm up and turn on.

B – **Mac:** Select to use Mac Mini<sup>®</sup> Computer by tapping the Mac Button 

1. Computer Controls

The Mac Mini<sup>®</sup> Computer connected to the tower should never be turned off. however, to save power, the computer may have moved into a 'sleep' mode if left unattended for about 20 minutes. To wake the computer, press a key on the keyboard or click the mouse. The computer routinely takes a minute to move out of 'sleep' mode.

2. Select (click on) ‘Guest Account’

C – **Display Mute:** Select this button to dull the Projector Screen (reselect to remove the mute)

D – **Laptop:** Select to use a laptop.

- To use your laptop, plug your laptop monitor out into the monitor input then select 'Laptop' on the Crestron Panel.

E – **VCR:** Select to use the VCR player

- To use the VCR Select 'VCR' on the Crestron Panel, turn on the VCR, then insert your tape.
- The VCR can be controlled from the Player or the Crestron Panel

F – **DVD:** Select to use the DVD player (DVD player can be used to play CDs).

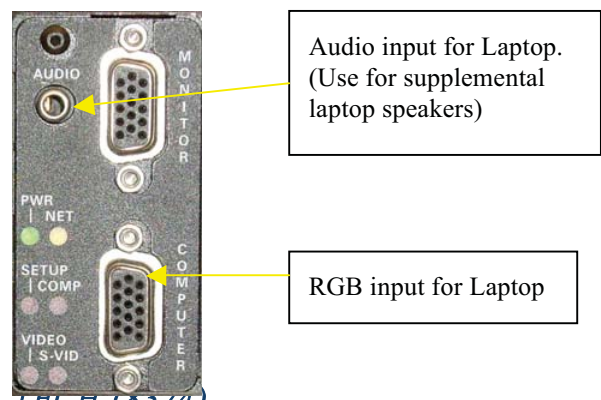
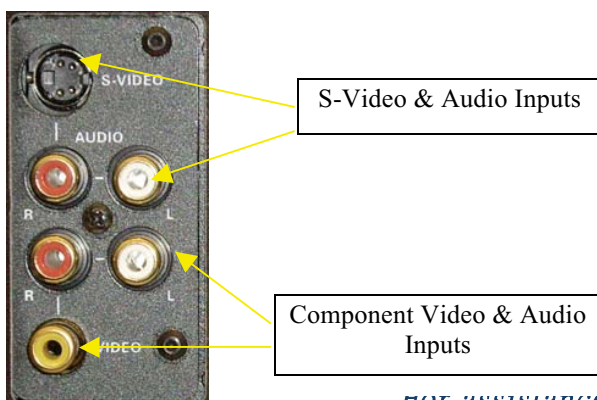
- To use the DVD player Select 'DVD' on the Crestron Panel, turn on the DVD player, and insert your DVD/CD.
- The DVD player can be controlled from the Player or the Crestron Panel

G – **Aux. Component, Aux. S-Video, Aux. Video** (for use when connecting external DVD players or Ipods)

H – **Sources:** Select to return to the Main Touch Screen Panel

3) **DVD Player Control** – use just like a DVD remote control

4) **VCR Player Control** – use just like a VCR remote control



## To work in Windows XP

Parallels® Desktop is a powerful, easy-to-use software that lets you run Windows® and other operating systems and their applications as a “virtual machine” on the same computer that also runs Mac OS® X.



**Mac Doc**



- Start Parallels, by clicking on the Parallels Icon, located at the bottom of the screen (on the Mac Dock)



The Parallels toolbar has the following buttons:

- **Stop Virtual Machine** button: forces the virtual machine to stop. It is recommended to stop virtual machine by shutting down the guest OS, not by using this button.
- **Pause Virtual Machine** button: pauses the virtual machine. The window of a paused virtual machine will be grayed out, and all processes will be stopped.
- **Start Virtual Machine** button: starts the virtual machine.
- **Full Screen Mode** button: switches the virtual machine to full screen mode, so that no

- Click the **Start Virtual Machine**  button on the Parallels Desktop toolbar



### Switching to Full Screen

You can run Windows XP in full screen when it (MS Windows XP) occupies the whole screen with Mac OS X and the Parallels Desktop controls being hidden. To see Mac OS X Dock and Parallels Desktop application menu while in full screen, press **Control+Option (Alt)**. You may choose the type of animation that is displayed when switching to full screen and back.

### Switching Between Modes


If you want to switch to full screen while running a Windows, do one of the following:

- Click the **Full Screen** mode toolbar button.
- Choose **Full Screen** from the **View** menu.
- Press the appropriate hot key combination, by default, it is Option(Alt)+Return(Enter).



To return to Single Window mode:

- Press the appropriate hot key combination, by default, Option(Alt)+Return(Enter).
- Press Control+Option (Alt) to view Parallels Desktop application menu and select another display mode from the **View** menu.

### Using USB Devices in a Virtual Machine

- Two USB devices can be connected to a virtual machine simultaneously. Parallels Desktop lets you connect USB devices to virtual machines automatically.
- To eject your USB device:
  - Confirm that all activity has completed.
  - Click on the USB monitor icon in the system tray of the taskbar. 
  - A “Stop USB Mass Storage Device -Drive E” pop-up list should appear next to the icon.
  - Click on the pop-up list and a “Safe to Remove Hardware” windows will appear.
  - Click “OK” to close this window and then unplug the USB device.

### Logging off Parallels

- Click the **Power Off Virtual Machine**  button during guest OS execution.
- Select **VM -> Power Off** in menu.
- Click on the red dot/button located on the top right corner of the window. 

The virtual machine will be stopped immediately.



## Trouble Shooting

- If the Projector won't turn on:
  - Check to make sure light on the LCD Projector is blinking green.
  - Check to make sure the Display Mute button, on the Creston Display, is off.
  - Turn projector off and then on again.
  - It may be a bulb burn out.
  - **IF you need more assistance then contact *7-TECH (8324)* for more help**
- If someone happens to turn off the computer (which you should never do), there is an on/off switch on the back right corner

