CLA SMART Classroom

Hooking up a VCR

Log into the Sympodium

1. Log onto the Sympodium just as you would your office computer.
2. Press any key on the keyboard to wake up the computer. The power indicator light located in the upper right corner of the Sympodium will glow green.
3. Press CTRL+ALT+DEL on the keyboard.
4. Click OK.
5. Type your Username and Password.
6. Click the right over arrow or press ENTER on your keyboard.
7. Two dialog boxes will appear on your screen relating to Microsoft Life Cam. Click the close, X, button in the upper right of each dialog box to close.

Turn on the Crestron

The Crestron is the panel located beside the Sympodium and in the right corner of the instructor’s station. This product provides complete control of the electronic and mechanical devices in the classroom through clearly marked buttons and a touch screen display.

1. Push the START button on the Crestron. The Towson University logo should appear on the screen. If the logo does not appear, press the Crestron screen with your hand.
2. Press the PROJECT button on the Crestron to turn on the projector. This will take 30-45 seconds to warm up.
3. When the projector turns on, push the SOURCE button on the Crestron (Fig 1, 1). A variety of different options will appear on the Crestron screen.
4. Touch the Auxiliary button (Fig 1, 2) on the Crestron screen itself under Left or Single Image.

Process Summary

- Log into the Sympodium
- Turn on the Crestron
- Set-up the VCR
- Adjust the Image

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Set-up the VCR

1. Place the VCR on the instructor’s station (Fig 1).

2. Open the flap on the cable box and plug the VCR in (Fig 2, 1).

3. Find the correct video cable for your VCR. It will be labeled (Fig 3).
4. In the back of the VCR, match up the colored cables to their corresponding port (Fig 4).

![Figure 4](image)

5. Put your video cassette tape in the VCR.

6. Looking at the front of the VCR, press the **SOURCE** button (Fig 5, 1) until the light under **VCR** is illuminated on the panel (Fig 5, 2).

![Figure 5](image)

7. Press the **PLAY** button (Fig 6, 1) on the VCR under the video cassette opening.

![Figure 6](image)

**Note:** Make sure you press the **PLAY** button under the VCR opening and **NOT** the DVD opening.
Adjust the Image

If the image does not fit the screen properly, you may wish to adjust the image.

1. On the Crestron screen, press the **Image Adjust** button beside **Auxiliary**. The **Image Adjustment** screen will appear (Fig 1).

2. Press one of the three large buttons under **Auto Setup** (Fit Horizontal, Fit Vertical, or Fit Horizontal and Vertical) to adjust the image to your specifications (Fig 1, 1).

*Figure 1*