

City of Centennial - Eagle St. Community Room IT

To turn on Projector and lower the Projector Screen, follow these steps:

1. Verify that the 3 window shades are down on the back wall. (street lights will shine thru)
2. Locate white Crestron touch screen device (located on the wall to the right of the storage room doors, close to the fire extinguisher)
3. Decide what which source is to be used for the presentation (1. Laptop, 2. Apple TV, 3. Blu-Ray, 4. Document Camera)
4. Touching one of the 4 sources listed will lower the Projector Screen and turn on the Projector

To turn off Projector and raise Projector Screen, follow these steps:

1. From any screen on the Crestron touch screen device, touch the Power Button on the upper right of the screen



2. Touch "Yes, Power Off"



3. The projector screen should now raise and the projector will turn off after cooling down, as indicated on the display of the Crestron touch screen device

For further Instructions on using one of the four sources, see next page

Laptop:

1. From the Main Control Screen touch the Laptop icon
2. You will be able to plug your laptop into the VGA port on the south wall located above the cabinets
3. After you have connected your PC - your display will be shown on the projector screen
4. Once you are finished with the Community Room touch the power button on the top right hand side of the Main Control Screen to power off the projector and raise projector screen
5. At this time you can safely remove your video connection from the system

Apple TV:

1. From the Main Control Screen touch the Apple TV icon
2. You will be able use any iOS device connected to the **Centennial Guest** wireless network to AirPlay your iOS device to the screen.
3. Once connected via Airplay you will be required to enter the Apple TV password that is shown on the screen to fully use the Apple TV
4. Once you are finished with the Community Room press the power button on the top right hand side of the Main Control Screen to power off the projector and Apple TV.

Blu-Ray/DVD Player:

1. From the Main Control Screen touch the Blu-Ray icon
2. This will turn on the Blu-Ray and lower the projector screen
3. Wait as the projector warms up - this is shown by the progress bar on the screen
4. Once the projector has warmed up you will be able to insert and DVD you may have in the Blu-Ray player.
5. The Blu-Ray player is located in the cabinet on the right hand side.
6. Press the Eject button to open tray. Insert your Blu-Ray/DVD into the tray. Press the Eject button to close drive.
7. You will be able to control the functions of the Blu-Ray player from the Main Control Screen. This includes all basic functions such as Play/Pause/Stop
8. Once you are finished with the Blu-Ray/DVD player, go back to the cabinet and eject your Blu-Ray or DVD disc
9. Once you are finished with the Community Room press the power button on the top right hand side of the Main Control Screen to power off the projector and Blu-Ray.