The VGA and HDMI cables can be found on the table in the center of the room. The ClickShare base unit can be found on top of the media cabinet.

Turning on the A/V System
- Locate the black Control Panel on the table.
- Touch the panel to activate the system until prompted to select an input.
- Choose a **SOURCE** from the list of program sources on the left side. The monitor will power on.

Projecting from a VGA or HDMI Device
- Touch the program source **Laptop**.
- Plug the video connector (VGA or HDMI) into the external monitor port and plug the audio connector into the headphone port of the device. The system will automatically scale the picture appropriately and maintain the source aspect ratio.
- If necessary, change the video settings on your device to extended or mirrored view.

Projecting from ClickShare
ClickShare is a wireless application that allows you to display content from a device without the need for a physical connection.
- Touch the program source **Clickshare**.
- Insert a ClickShare button into your device’s USB port. The computer will automatically load drivers for the ClickShare button if it is the first attempt at using the ClickShare hardware.

<table>
<thead>
<tr>
<th>LED Behavior</th>
<th>Explanation</th>
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</table>
| White blinking     | - The ClickShare Button is plugged in the laptop and initializing or waiting for the user to start the ClickShare application.  
                     - pairing/software update of the Button in the Base Unit is in progress. |
| Static white       | - ClickShare is ready to start sharing your screen.  
                     - pairing is done. You can now unplug the Button from the Base Unit. |
| Static red         | - sharing your screen with the display.  
                     - pairing and software update is done. You can now unplug the Button from the Base Unit. |
| Red blinking       | - An error occurred                                                          |
| Off (no light)     | - the Button is not or not properly inserted into the USB port.  
                     - the Button might be defective.  
                     - the USB port or computer might be defective. |
After the drivers are properly loaded, the flash media on the device will be mounted as a removable disk or volume. Browse to the ClickShare drive on the computer and start the appropriate ClickShare application for your OS.

The application will initially make a connection to the base unit in the room and then allow you to begin sharing content from your laptop.

Firmly press the ClickShare Button to begin displaying content on the Sharp television screen.

**Shutting Down the Control System**

- Touch the power icon on the top right side of the control panel (denoted by a red square above).
- Confirm that you want to shut down the system on the subsequent screen.
- When you are finished, please be courteous to your colleagues and recoil cables, return remote controls to the table, and turn off the lights.

**Optional – Good to Know Information**

- The base station for the ClickShare feature is on top of the media cabinet. This unit should not be moved or adjusted.
- It is possible to use an iOS or Android device to display content using ClickShare. First, download the ClickShare app from the Mac App Store or from Google Play. Change the WiFi access point to the room’s ClickShare base unit and use the default password of `clickshare` to connect. Open the app on your iOS or Android device and share content from a Photo library, the device’s Documents folder, or from a Dropbox account.
- The conference room is equipped to handle incoming and outgoing audio or videoconference calls. This feature will allow for greater collaboration when needed. If more than one location will be involved in the video conference, you must use the video conferencing bridge to enable multipoint capabilities. Please write to it@tufts.edu to arrange for video conference testing in advance so that TTS can ensure proper functionality of the system on the actual date of your conference.

**Get Help From TTS – it@tufts.edu OR 617-627-3376 (7-3376)**

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