**Anderson 212**

**FOR IMMEDIATE TECHNOLOGY SUPPORT, CALL 617-627-3376 OR EXT 7-3376**

**FOR NON-URGENT ISSUES EMAIL IT@TUFTS.EDU**

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**CONTROL PANEL**

- **Laptop**
- **Press to Start or Shut Down the A/V System**
- **Watch a DVD**
- **Control your DVD or VHS**
- **Lectern PC**
- **Document Camera**
- **Adjust the System Volume**
- **Watch a VHS**

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**THE COMPUTER, DVD PLAYER, VCR AND DOCUMENT CAMERA ARE LOCATED INSIDE THE PODIUM!**

**Turning on the A/V System**
- Locate the Control Panel on the Podium
- Press the button labeled **POWER ON**
- Wait for a solid light before selecting an input

**Logging on to the Computer**
- Log on to the Computer with your **Tufts Username** and **Password** to access your P-Drive, or log on with the following username and password:

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Username: 
Password: 
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**Projecting from your Laptop**
- Press the button labeled **LAPTOP PC**
- Plug the video connector into your laptop's external monitor port and plug the audio connector into the headphone port
- If necessary, change the video settings on your laptop

**Projecting from the DVD Player**
- Press the button labeled **DVD**
- Use the bottom row of buttons on the control panel to control your DVD

**Projecting from the VCR**
- Press the button labeled **VCR**
- Use the bottom row of buttons on the control panel to control your VHS

**Projecting from the Document Camera**
- Press the button labeled **DOC CAMERA**
- Locate the Document Camera found in the drawer on the LEFT side of the podium
- Raise the camera arm and press the power button

**Shutting Down the Control System**
- Press the button labeled **POWER OFF**

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