The control panel is 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:

  - **Username:**
  - **Password:**

**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**

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