Nelson Auditorium

For immediate technology support, call 617-627-3376 or Ext 7-3376
For non-urgent issues email it@tufts.edu

Getting Started
- Locate the black touch screen to the right of the lectern. If the screen is blank, touch it once to turn on the system.
- If the Tufts University welcome page appears, touch the screen a second time.

Lighting Controls
- Lighting is located on the BLACK panel on the wall next to each door of Nelson Auditorium.
- Many presets are included:
  - Lights All On – all lights on (full aud.)
  - Project – dimmed house lights
  - Black Board – house lights + board illumination
  - Lights Off – no lights at all

Screen Controls
- Screen Controls are located on the WHITE panel on the wall next to the right hand door. You can raise, lower and stop the screen at any position.

Shade Controls
- Shade Controls are located on the BLACK panel on the wall next to each door of Nelson Auditorium. You can raise, lower and stop the shades at any position.

Audio Controls
- Program sources affect volume for your selected input device (e.g., DVD). This is located on the Right of the touch panel screen.
- The Microphone source will affect the lectern microphone or a wireless microphone. The “Mics” button is located on the top Right of the touch panel screen.
- Make sure the microphone is on when you are ready to use it by pressing “Push” on the gooseneck microphone.

Note: A wireless microphone (lapel or handheld) can be obtained from Leah in Anderson 102a. Please request ahead of time.

Projecting from the Lectern PC
- Press the button labeled Desktop located on the left column of the touch panel screen.
- Turn on the PC by pressing the round power button on the PC’s front panel.

Logging on to the PC
To log on using your Tufts network account:
- Enter your Tufts username in the box labeled User name.
- Enter your Tufts Network Password in the Password box.
- Make sure “Log Onto:” is set to Tufts.
- Click on the button labeled OK.

Projecting from your Laptop
- Start up your laptop.
- Using the audio/video cable extending from the lectern:
  - Plug the video connector into your laptop’s external monitor port.
  - Plug the audio connector into your laptop’s headphone port.
- Connect the network cable to your laptop’s network port.
- From any screen press the button labeled Laptop located on the left column.
- You may have to synchronize your laptop image – often using Function + F8. Please see your computer manual for further assistance.
Projecting from the Blu-Ray DVD player
- Open the DVD tray by pressing the Open/Close button on the Blu-Ray located within the lectern cabinet.
- Place your DVD on the tray and press the Open/Close button again.
- Press the button labeled Blu-Ray DVD located on the left column of the touch screen panel.
- The DVD page will appear on the touch screen.
- Use the buttons on the DVD screen to control your DVD playback.

Note: You can also play a DVD through the computer’s disk drive.

When your class is finished
Shutting down the lectern PC
- From the PC’s Start menu, choose Shut down.

Shutting down your Laptop
- Shut down your laptop.
- Disconnect the audio/video and network cables from your laptop and coil each up.

Shutting down the Blu-Ray DVD player
- On the Blu-Ray DVD page press the button labeled Stop to stop your DVD.
- Remove the disk from the DVD player by pressing the Open/Close button.
- Turn off the Blu-Ray DVD player by pressing the Power button.

Shutting down the document camera
- Remove your document from the stage.
- Press the Power button to switch off the document camera.

Shutting down the microphone
- Press the Push button located on the base of the gooseneck microphone.

Shutting down the control system
- On the top right corner of any screen, press the round button depicting the power symbol.
- On the subsequent screen, press the button labeled Yes to confirm that you wish to turn off the system.

Final steps
- Confirm that the lectern doors are closed.
- Turn off the classroom lights.

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