Getting Started
- Locate the white control panel on the wall next to the AV system.
- On the left side of the control panel, press the button labeled ON.
- Manually lower the classroom’s screen

Projecting from the Classroom PC
- Log on to the computer:
  - Username:
  - Password:
- Or use your Tufts login to access your P: drive
- If computer is powered off, open podium doors and locate computer on the rack shelf. Press power button.
- If monitor is off, locate button on bottom right hand side of monitor and press it.

Projecting from your Laptop
- On the control panel press the button labeled LAPTOP.
- Keep your laptop CLOSED until all steps are complete
- On the top of the podium, locate the laptop audio/video cable.
- Plug the video connector into your laptop’s external monitor port.
- Plug the audio connector into your laptop’s headphone port.

Projecting from the DVD player
- On the control panel press the button labeled DVD.

Playing your DVD video
- On the DVD player, press the button labeled Open/Close.
- Place your DVD on the tray.
- Press the Open/Close button again to close the tray.
- On the control panel, locate the section labeled DVD & VCR Controls.
- Use the buttons in this section to control your DVD.

Projecting from the VCR
- On the control panel press the button labeled VCR.
- Insert your videotape into the VCR.
- On the control panel, locate the DVD & VCR Controls.

Projecting from the Auxiliary Input
- On the control panel press the button labeled AUX.
- Plug in your device to the red, yellow and white auxiliary inputs on the podium.

When your class is finished
Shutting down the control system
- On the control panel, press and button labeled OFF.
- Raise the classroom screen.
- Turn off the classroom lights.

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