**Getting Started**
- Locate the touch screen at the front of the lectern. If the screen is blank, touch it once to turn on the system.
- When the Tufts University logo appears, touch the screen a second time.
- Locate the black switch panel behind the lectern. Find the **Screen Area** and push down the button labeled **Large** to lower the classroom screen.

**Lighting Controls**
- The controls for the lights in the auditorium can be found behind the lectern on a black switch panel.
- Use these switches to control the lights throughout the classroom.

**Screen Controls**
- Locate the black switch panel behind the lectern.
- Find the **Screen area** at the bottom of the panel and push down on the button labeled **Large** to lower the classroom screen.
- The button labeled **Small** can be used to raise and lower a smaller screen. The smaller screen is mounted in front of the large screen and is good for overhead projector use.

**Audio Controls**
- The audio controls can be accessed at any time by first locating the **Microphone** and **Program** sources on the right side of the touch screen.
- Touch the rectangular area within each source to raise or lower the volume. There is a mute button below each area as well.
  - **Program sources** affect volume for your selected input device (e.g., DVD)
  - The **Microphone source** will affect the lectern microphone or a wireless microphone.
  - Make sure the microphone is on when you are ready to use it.

*Note: A wireless microphone (lapel or handheld) can be obtained from the biology department office located in Dana Hall. Be sure to bring an ID to exchange.*

**Project using the Classroom PC**
- On the Main Menu page, press the button labeled **Desktop**.
- The Desktop page will appear on the touch screen and the classroom computer’s display will be seen on the projection screen.
- Log on to the Desktop PC with your **Tufts username** and **password** in order to easily access your P-Drive, or log on with the following username and password:

<table>
<thead>
<tr>
<th>To illuminate:</th>
<th>Use switch(es) labeled:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The classroom screen</td>
<td>Stage Left &amp; Stage Right</td>
</tr>
<tr>
<td>The lectern and table</td>
<td>Incand &amp; Table</td>
</tr>
<tr>
<td>The audience seats</td>
<td>Fluor</td>
</tr>
<tr>
<td>The aisles (for presenting a video)</td>
<td>Incand</td>
</tr>
</tbody>
</table>

*Note: A wireless microphone (lapel or handheld) can be obtained from the biology department office located in Dana Hall. Be sure to bring an ID to exchange.*
Before you leave…

*Don’t forget to turn off the AV system!* Each projector bulb costs nearly $500, and turning off the system will extend the life of the bulb.

- On the touch screen, press the **Power** icon.
- Press **Yes** to confirm that you wish to turn off the system.

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**Project using your Laptop**

- In the left corner of the lectern, locate the audio/video cable and the network cable.
- Plug the video connector into your laptop’s external monitor port. *You may need to supply an adapter.*
- Plug the audio connector into your laptop’s headphone port. Connect the network cable into your laptop’s Ethernet jack.
- Power your laptop if it’s not already on.
- On the Main Menu page, press the button labeled **Laptop**. The Laptop page will appear on the touch screen and laptop images will be projected.

**Project using the Auxiliary Port**

- Locate the auxiliary cables in the lectern compartment.
- Plug the video portion of the auxiliary cable into the **VIDEO** input of your device.
- Plug the audio portions of the auxiliary cable into the **AUDIO** inputs of your device.
- On the Main Menu page of the tablet, press the button labeled **AUX VIDEO**.
- Power your device and manually control the projection using an accompanying remote or other relevant device.

**Project using the VCR/DVD combo player**

- Insert your videotape into the VHS portion or your DVD into the DVD portion of the combo player.
- On the Main Menu page, press the button labeled **VCR** or **DVD** as appropriate.
- The appropriate page will appear on the touch screen. Use the buttons to control your video playback.

**Project using the Document Camera**

- Press the Power button on the camera’s base.
- Press the release button on the camera’s arm to raise and lower it. Carefully swing the lamps up.
- On the Main Menu page, press the button labeled **Doc Cam**. The Document Camera page will appear on the touch screen.

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Tip: In the event that the image does not project properly – some PC laptops may require that you change your video mode by pressing a combination of keys on the laptop’s keyboard. This combination varies depending on the manufacturer, but is commonly F7 or F8.

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