Getting Started
- Locate the black touch screen at the front of the lectern. If the screen is blank, touch it once to turn on the system
- If the Tufts University logo appears, touch the screen a second time to turn on the system
- Lower the screen using the switch labeled Screen on the black wall panel behind the lectern

Projecting from the Lectern PC
- On the Main Menu page, press the button labeled Lectern PC
- If necessary, turn on the PC by pressing the round power button on the PC’s front panel. The PC can be found inside the lectern

Logging on to the PC
To log on using the general classroom account
- From the Log On to Windows window, type the following account information into the Username and Password boxes:

<table>
<thead>
<tr>
<th>User name:</th>
<th>Password:</th>
</tr>
</thead>
</table>
- The Log on to: box should read TUFTS
- Click on the button labeled OK
- You may also use your personal Tufts account to log on to the classroom machine

Projecting from your Laptop
- Start up your laptop
- Locate the audio/video cable and the network cable extending from the lectern’s grommet
- Using the audio/video cable:
  - Plug the video connector into your laptop’s external monitor port
  - Plug the audio connector into your laptop’s headphone port
- Your laptop may need to change its display mode to sync up properly with the projector
- Connect the network cable to your laptop’s network port
- On the Main Menu page press the button labeled Laptop

Note: You may need to supply a VGA adapter to connect your laptop to the projection system

Projecting from the VCR
- On the Main Menu page press the button labeled VCR
- Insert your videotape into the VCR located inside the lectern’s cabinet
- Use the buttons on the VCR page to control your video

Projecting from the DVD player
- On the Main Menu page press the button labeled DVD
- Insert your DVD into the player located inside the lectern’s cabinet
- Use the buttons on the DVD page to control your video
- You can use the directional arrow icons to navigate within your title screen. The square icon will execute your choice. The button labeled Menu will take you to the title screen of your DVD

Projecting from the Document Camera
- On the Main Menu page press the button labeled Doc Cam
- Open the document camera drawer on the right side of the lectern
- Raise the camera arm and rotate the lens downward to face the base
- Press the Power button in the back, middle area of the camera’s base
- Center your document or transparency on the stage area of the camera
- To display a paper document, press the button depicted by a light bulb until the light on each lighting arm is illuminated
- To display a transparency, press the button depicted by a light bulb until the light in the camera’s base is illuminated
- Use the buttons located around the area of the camera’s lens to focus your document or to zoom in or out of a particular field

Helpful Tip
Blanking the screen
- During your presentation, you can blank the screen and still leave the projector running by toggling the button labeled Blank Screen
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 Shut Down
- Press Yes to confirm that you wish to turn off the system

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