Activating the Control System
Locate the white panel to the right of the blackboard. It is the control system for the projection system. Press the **Power On** button in the upper left corner to turn it on.

Miscellaneous Notes
The **BLANK** button will keep audio running while turning off the video projector. If you have problems with the image, press **Auto Image**. If the screen looks weirdly shaped and **Auto Image** does not help, press the **Aspect** button as necessary.

Note that though this room has a desktop computer, it has no monitor. Therefore, use the projector screen as its monitor.

The layout of the white control panel is as follows:

<table>
<thead>
<tr>
<th>POWER ON</th>
<th>POWER OFF</th>
<th>Blank</th>
<th>Auto Image</th>
<th>Aspect</th>
<th>Volume Knob</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>DVD</td>
<td>VCR</td>
<td>AUX</td>
<td>PC</td>
<td></td>
</tr>
<tr>
<td>Rewind</td>
<td>Stop</td>
<td>Play</td>
<td>Fast Forward</td>
<td>MENU</td>
<td>Directional Pad</td>
</tr>
</tbody>
</table>

Using the Projection System
Using a Laptop
- Press the **Laptop** button, beneath **Power On**.
- Locate the black VGA and headphone cables and insert them into your laptop’s corresponding VGA and headphone ports. *Note: if you have a Macintosh laptop, you may need an adapter for the VGA cable.*

Using the Classroom PC
- Open the rack and ascertain that the button above the Dell logo on the desktop is green/on.
- Press the **PC** button from the second row of the white panel.
- If the computer is locked, log on using your Tufts username and password or use the following information to log in: *Note that there are two zeroes after the ‘r’ in the password below.*

Username: 
Password: 

- Use the computer as desired, and lock the computer when you are done.
  - From the **Start Menu**, click the right-facing arrow next to **Shut Down** and select **Lock**.

Playing a VHS Tape
- Press the **VCR** button from the first row of buttons on the white panel, all the way to the right.
- Open the rack on the other side of the room, and insert your VHS tape into the **JVC DVD/VCR** player in the rack. Press the button to the **right** of the VHS slot to eject the VHS tape.
- Use the buttons on the last row of the white panel to control your video. A schema is provided below.

Playing a DVD
- Press the **DVD** button from the first row of buttons on the white panel, to the left of **VCR**.
- From the **JVC DVD/VCR** player in the rack, click the button to the **right** of the DVD slot.
- After inserting your DVD onto the tray, press the **same** button to close the DVD tray.
- Press the controls on the bottom row of the white panel—and the directional pad below the volume knob—as necessary:
  - **REWIND** and **FAST FORWARD** will skip chapters, respectively. To fast-forward or rewind within a chapter, **hold** one of these buttons.
  - **MENU** returns you to the DVD home menu.
The directional pad allows you to navigate menus using the arrow buttons, and select options using the middle button.

**Using an Auxiliary Source**
- Locate the black/red/white RCA cable from the cable slot on top of the electronics rack.
- Press the **AUX** button from the second row of the white panel.
- Insert the black cable into the yellow (video) port on your auxiliary device, the red into the red (right audio channel) port, and the white into the white (left audio channel) port.

**Adjusting System Volume**
- You can adjust the system’s volume by turning the **Volume** dial left and right. The red lights above it will illuminate according to the output.

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**When Your Class is Finished**

**Shutting down your Laptop**
- Shut down your laptop.
- Disconnect any connected cables from your laptop.

**Shutting down the Projection System**
- Lock the desktop if you used it and did not lock it.
- Press the **POWER OFF** button from the first row of the white panel.
- Raise the projector screen by gently pulling down on it and then releasing the cord.
- Turn off the classroom lights.

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