Turning on the A/V System
- Locate the touch screen on the lectern.
- Touch blank screen to activate the system. If it’s already active, touch the Tufts’ logo to begin.
- Wait for the projection system to warm up (2 minutes) before using the system.
- Press the Input Sources rectangle at the bottom of the Main Page screen to bring up a selection of projection sources.

Logging on to the Classroom Computer
- 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>Username:</th>
<th>Password:</th>
</tr>
</thead>
</table>

- Press and hold the arrow buttons on either side of the input source options to scroll through the input sources and then press the picture labeled Desktop PC to project from the classroom computer.

Note: Some of the connections may require you adjust the video settings on your computer in order to see the screen projected.

Project using a VGA connection
- Plug the blue, 15-pin connector extending from the lectern into your device’s VGA port. Plug the attached audio connector into the headphone jack.
- Press and hold the arrow buttons to scroll through the input sources and then press the picture labeled VGA to project from your device (e.g., a laptop computer).
- You may need to supply your own adapter.

Project using a Display Port
- Match the display port cable extending from the lectern with the display port on your device (e.g., a laptop computer). Insert the correct cable into the display port of the device.
- Hold the arrows on the touch screen to scroll though the input sources. Choose either Display Port or Mini Display Port based on your device’s display port size.
- Plug the attached audio cable into the headphone jack of the device.
Project using HDMI
- Plug the HDMI cable extending from the lectern into your device’s HDMI port (e.g., a laptop computer).
- Press and hold the arrows on the touchscreen to scroll through the input sources and then press the picture labeled HDMI.

Project using a table VGA connection
- Use the VGA cable extending out of the table to project from a device with a VGA output (e.g., a laptop or a document camera). You need to supply the device.
- Press and hold the arrows on the touchscreen to scroll through the input sources and then press the picture labeled Desk VGA.

Project using the Blu-Ray player
- Insert a Blu-Ray disc into the Blu-Ray player.
- Press and hold the arrows on the touchscreen to scroll through the input sources and then select Blu-Ray DVD.
- While the Blu-Ray input is active, use the arrows and playback controls on the touchscreen to navigate through your chapters, select menus or to pause the video.

Projecting using the DVD player
- Insert a DVD into the DVD player.
- Use the arrows on the touchscreen to scroll through the input sources and select DVD.

Turning off the A/V system
- Touch Exit System in the lower right-hand corner of the touchscreen to power off the system.
- Confirm your selection on the next screen.

Classroom Audio
- The system volume control and mute button are located along the right-hand side of the touchscreen.

Note: While within a source menu, you may use Display Controls to change the Aspect Ratio, automatically adjust the image (Auto Image), and/or to mute the image (Blank Screen).

Additionally, use the Select Background option on the Main Screen to change the color of the background to create more contrast if needed.

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