FOR IMMEDIATE TECHNOLOGY SUPPORT, CALL 617-627-3376 OR EXT 7-3376
FOR NON-URGENT ISSUES EMAIL IT@TUFTS.EDU

Getting Started
- Locate the white control panel on the wall near the cart
- Find the area labeled DISPLAY
- Press the button labeled ON
- Manually lower the classroom’s projection screen located in the front of the classroom

Projecting from your Laptop
- Locate the laptop audio/video cable extending out of the top of the cart
- 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
- Plug one end of a network cable into your laptop’s Ethernet jack and the other end into the data jack located in the middle of the classroom below the screen
- Start up your laptop
- Push the button labeled PC on the control panel to project your computer’s image onto the screen

Projecting from the VCR
- Insert your videotape into the VCR located inside the cabinet on the cart
- Press the button labeled VCR to project your video
- Use the buttons to the right of the control panel to play your video

Projecting from the DVD player
- Insert your disc into the DVD player located inside the cabinet on the cart
- Press the button labeled DVD on the control panel
- Use the buttons to the right of the control panel to play your video. The arrows in the TUNER section can be used to navigate through the title menu

Adjusting your Image
- Push the button labeled AUTO IMAGE on the control panel
- The projector will auto focus the image and attempt to make it clearer in the event of fuzziness

Adjusting the Volume
- Locate the area labeled VOLUME on the control panel
- Turn the knob right to increase the volume
- Turn the knob left to decrease the volume
- An LED light will indicate the current volume level

When your class is finished
Shutting down your laptop
- Disconnect the audio/video and network cables from your laptop
- Return the cables to the top of the cart
- Shut down your laptop

Shutting down the VCR or DVD player
- Stop your video and remove it from the VCR or DVD player

Shutting down the control system
- On the control panel, locate the area labeled DISPLAY
- Press the button labeled OFF

Final steps
- Manually raise the projection screen
- Do not turn off any power switches within the cart’s cabinet nor unplug the cart from the wall
- Turn off the classroom lights

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