**THE COMPUTER, BLU-RAY PLAYER, AND DOCUMENT CAMERA ARE LOCATED INSIDE THE PODIUM!**

### Turning on the A/V System
- Locate the touch screen at the podium.
- Touch blank screen to activate. If the system is active, touch the Fletcher School logo to begin.
- Select your desired source on the left side of the touch screen.
- Wait for the projection system to warm up (2 minutes) before using the system.

### Logging on to the Classroom Computer
- Log on to the Podium PC with your Tufts Username and Password in order to easily access your P-Drive, or log on with the following username and password:
  - **Username:**
  - **Password:**
- On the left hand side of the touch screen, press the button labeled Podium Computer to project from the classroom computer.

### Projecting a VGA or HDMI connection at the Podium or Table
- On the left hand side of the touch screen, press the button labeled Podium Laptop to project from your laptop at the podium.
- On the left hand side of the touch screen, press the button labeled Table Laptop to project from your laptop at the table.

#### VGA connection

*Tip: Some computers may require that you supply your own adapter to make a VGA connection using the provided cable.*

- Plug the blue, 15-pin connector into your computer’s VGA port. Plug the attached audio connector into the headphone jack.
- In the center of the screen, touch the picture of the VGA connector.

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

Tip: Some computers may require that you supply your own adapter in order to make an HDMI connection using the provided cable.

- Plug the HDMI cable extending from the podium into your computer.
- In the center of the screen, touch the picture of the HDMI connector.

Project using the Blu-Ray DVD player

- Insert a Blu-Ray DVD or a standard DVD into the Blu-Ray DVD player.
- On the left hand side of the touch screen, press the button labeled Blu-Ray DVD. Use the arrows on the touch screen to navigate through menu and to control video playback.

Project using an Auxiliary Device

- Connect the auxiliary cables extending out of the cable cubby to your device.
- Turn on the power to your auxiliary device.
- On the left hand side of the touch screen, press the button labeled Aux Video.

Turning off the A/V system

- Touch Exit System in the top right-hand corner of the touchscreen to power off.

Classroom Audio

- The system volume control and mute button are located along the right-hand side of the touch screen.

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)

1st: Get help from the Hall of Flags 617-627-3329 (x7-3329)

2nd: Contact the Ginn Library Staff Assistant 617-627-6412 (x7-6412)

OR after 4pm

3rd: Contact TTS at 617-627-3376 (x7-3376)