Turning on the A/V System

- Locate the Touch Screen on the podium.
- Touch the screen to begin projector warm up.
- Press input source to continue.

Projecting from the Desktop computer

- Locate the computer inside the left podium door.
- Press the button labeled Desktop on the touch screen.
- Log on to the Desktop PC with your Tufts credentials, or log on with the following username and password:

  | Username: | Password:
  |-----------|-----------

Projecting from a Laptop connection

- Insert cable labeled VGA or Display Port into your laptop
- Press the button labeled Laptop or press More Sources and then Display Port based on the cable used in the previous step.
- You may need to adjust your laptop settings to project your image on the screen.

Projecting from the Document Camera

- Pull out document camera and power “on”.
- Press Doc Cam on touch screen.

Projecting from the Blu-ray DVD Player

- Locate the Blu-Ray player inside the left podium door.
- Press power button if player is not powered on.
- Press eject button and insert your Blu-Ray disc or DVD.
- Press Blu-Ray DVD on touch screen.

Projecting from the Auxiliary Video Connection

- Locate auxiliary connectors on left side of podium.
- Connect auxiliary cables from the Video connection into your device.
- Press Aux Video based on the cables used in the previous step.

Turning off the A/V system

- Press the POWER icon in the top right-hand corner of touchscreen to turn off projection system.
- Press Yes to confirm the shut down procedure.

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**Note:** Volume controls and mute button are located along the right-hand side of the touchscreen. Microphone volume controls are accessed from the button at the top of the touch screen.

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**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)