Turning on the A/V System
- Locate the Touch Screen on the podium.
- Touch the screen to wake up if screen is blank.
- Use navigation on left hand side and select an input to begin projector warm up procedure.

Projecting from the Desktop computer
- Locate the computer inside the podium doors. Press power button if PC is not powered on.
- Press the button labeled Podium Computer on the touch screen.
- Log on to the 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 HDMI into your laptop
- Press the button labeled Podium Laptop.
- On the touch screen, now select either HDMI or VGA based on the cable used in 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 Document Camera on touch screen.

Projecting from the Blu-ray DVD Player
- Locate the Blu-Ray player inside the podium doors. 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 an Auxiliary Connection
- Locate auxiliary connectors on left side of podium.
- Connect auxiliary cables from your device into S-Video or Video connection.
- Press Aux S-Video or Aux Video based on the cables used in the previous step.

Projecting a Video or Audio Conference
- Please see advanced documentation for using Audio or Video conferencing

Turning off the A/V system
- Press the Exit System button 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.

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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)