Select Presentation Mode
When you first use the classroom, the audio visual system allows you to select the best presentation experience for your audience.

<table>
<thead>
<tr>
<th>Single Projector Mode</th>
<th>Dual Projector Mode</th>
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<tbody>
<tr>
<td>Use this mode if you intend to have a stationary presenter or an instructor who will be off to the side writing on the Wall Talker. Presentations with lots of text will benefit.</td>
<td>Use this mode for your standard classroom environment in which the two side projection screens will be used either in tandem or independently.</td>
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</tbody>
</table>

After choosing your presentation mode, the touch screen refreshes to show a list of available displays and program sources in the left navigation sidebar. An audio beep will be heard indicating that the system is warming up. **To project a source, first select the desired display then select the appropriate program source.** The list of displays is dependent on the presentation mode that was selected.

**Note:** When using Dual Projector Mode, the audio that comes out of the program source will follow whichever was the last source to be selected. For example, if the left projector was selected first to display the lectern computer and the right projector was subsequently selected to display a Blu-Ray DVD, the speakers in the auditorium would output sound for the Blu-Ray player and not for the lectern computer.
Projecting from a Lectern Laptop
1. Connect your laptop using the appropriate video connection. There are adapters on the ring that you can connect to your laptop on one end and the HDMI cable on the other end.
2. Note: When using the VGA connection, be sure to plug in the audio cable into your laptop’s headphone.
3. First, press the display source then press Lectern Laptop in the list of program sources on the left navigation bar.

Broadcasting Cable TV
1. The auditorium is equipped with a cable television signal that can be used to broadcast important news events or entertainment to the audience.
2. Determine your presentation mode (single or dual mode) as described above.
3. First, press the display source then press Cable TV in the list of program sources on the left navigation bar.
4. Select your channel using one of a number of methods:
   a. Channel +/- button to scan the channels.
   b. Key in the channel number using the digits and the button to the right of 0.
   c. Use the icons at the bottom to select favorite or popular channels.

Projecting from the Lectern PC
1. The classroom PC is located inside the lectern cabinet on the left side. Ensure that the machine is turned on so that you can log in to the computer and use it to project your presentation.
2. First, press the display source then press Lectern PC in the list of program sources on the left navigation bar.

Logging in to the Lectern PC
To log in using the general classroom account
• From the Log On to Windows window, log in with your Tufts credentials, or use following username and password

| User name: | Password: |

Note: Be sure to log out of your account when you’re finished using the computer.

Projecting from the Blu-ray Player
1. Insert your Blu-ray disc or your regular DVD into the Blu-ray player located inside the lectern cabinet.
2. Determine your presentation mode (single or dual mode) as described above.
3. First, press the display source then press Blu-ray Player in the list of program sources on the left navigation bar.
4. Note: Your movie should autoplay once the disc is inserted into the player. Use the transport controls and buttons on the touch screen to control playback of your movie.

Projecting from the Wallplate Laptop
ASEAN Auditorium also has a wallplate towards the back of the venue that allows for control of a laptop from a remote space away from the lectern.

To use this source, you must obtain or supply your own adapter in order to project from your laptop. The wallplate accepts either an HDMI or VGA cable. Be sure to also connect the audio cable if you’re using the VGA cable.

Once your laptop is connected, follow the instructions for the lectern laptop program source except touch the program source labeled Wallplate Laptop after touching the display.

Project using a Wireless Presentation
1. First, press the display source then press Wireless Presentation in the list of program sources on the left navigation bar.
2. Using the information provided on the projection screen, navigate to the URL or IP address listed.
3. Click the appropriate device platform (Windows or Mac) to download the AirMedia software.
4. A tiny black box will appear accompanied by the Crestron logo. Using this box, press the Play button to begin wirelessly presenting your device.

5. If prompted for a Code, enter the 4 digit code seen on the projection screen to the right of the IP address.

**Note:** Presenters may also download the AirMedia app from the App Store on their iOS devices or from the Google Play App Store on their Android devices.

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**Working with Lighting Controls**

1. To make lighting adjustments, touch the **Lighting** button on the top row of the touch screen.
2. Using one or a combination of the buttons on the touch screen, touch the best option for your presentation.
   a. **All On** – all lights in the auditorium are lit.
   b. **Panel** – the room is mostly dim except for the aisles and accent lighting.
   c. **Presentation** – this is the recommended lighting for general use with projection.
   d. **Theater** – this is the recommended lighting for projection use.
   e. **Lecture** – this is the recommended lighting for general and academic use.
   f. **All Off** – none of the lights are lit.
   g. **Spotlight On/Off** – the speaker will be lit using the ring of spotlights above the stage. Spotlights can be toggled on and off independently.
3. Touch the button labeled **Back**... in the top right corner to return on the main screen.

**Working with Audio Controls**

**Handheld and lapel (lavaliere) microphones can be obtained from the Hall of Flags reception area if they’re needed. The auditorium is already equipped with a stationary, lectern microphone if that option will work.**

**Adjusting Program Volume**

1. To adjust the audio output from the speakers in the auditorium, use the volume meter located in the right sidebar of the touch screen.
2. Press the Up arrow to raise volume or the Down arrow to lower volume. The square icon below the meter will toggle the mute function for the selected input.

**Adjusting Microphone Volume**

1. To start, make sure that any portable microphone is powered on. There should be no need to adjust the channel number on the microphone or the receiver.
2. Touch the **Audio Controls** button on the top row of the touch screen.
3. Match the name of the meter to the microphone that you want to adjust.
4. Use the up and down arrows and/or the mute toggle button as needed.

**Remember:** When using dual projector mode, the audio source will always output from the last display selected!

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1**ST**: GET HELP FROM THE HALL OF FLAGS

OR

2**ND**: CONTACT THE GINN LIBRARY ASSISTANT (x7-6421). THE LIBRARY ASSISTANT CAN BE FOUND IN THE LIBRARY MAIN OFFICE.

FINALLY

Contact TTS at it@tufts.edu OR 617-627-3376 (7-3376)

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