Crowe Room

Getting Started
- Manually lower the projection screen using the attached pull string.
- Locate the white control panel towards the front of the room.
- On the control panel, locate and press the white button labeled POWER ON.

Projecting from the Classroom PC
- Check to see if the computer is already on by moving the mouse or tapping the space bar.
- Turn on the power for the computer if the step above did not cause the machine to show its display.
- Log in to the computer using your Tufts credentials or, for general use, you may use the following:

  | Username:  |
  | Password:  |

- Push the button labeled PC on the control panel to display your video on the projection screen.

Projecting from your Laptop
- Start up your laptop to the point where you can see the display on the laptop screen.
- Locate the audio/video and network cables labeled laptop near the white control panel.
- 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 jack.
- Plug the network cable into your laptop’s Ethernet jack.
- Push the button labeled Laptop. The image on your laptop will be displayed on the projection screen.

Projecting from the VCR
- Insert your videotape into the VCR portion of the combo unit located within the black square frame.
- Push the button labeled DVD/VCR on the control panel to display your video on the projection screen.
- Use the transport controls at the bottom of the white panel to control playback of your video.

Projecting from the DVD player
- Insert your disc into the DVD portion of the combo unit located within the black square frame.
- Push the button labeled DVD/VCR on the control panel to display your video on the projection screen.
- Use the transport controls at the bottom of the white panel to control playback of your video.

**Note:** The arrows in the bottom right corner of the control panel can be used to navigate through the DVD’s title menu and the round middle button is used to select your choices.

**Note:** Unfortunately, it is not possible to watch a DVD and switch to a VCR tape without first ejecting the DVD. This scenario is also true if you start with a VCR tape and wish to switch to a DVD. You can only view from one of the combo unit’s sources at a time.

Transport Controls

**While using the VCR**

<table>
<thead>
<tr>
<th>Play</th>
<th>Play the video</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stop</td>
<td>Stop the video (at that time interval in the movie)</td>
</tr>
<tr>
<td>Pause</td>
<td>Pause the video (it will look like a still image on the screen)</td>
</tr>
<tr>
<td>○○</td>
<td>Slowly rewind (the screen will continue to display the movie)</td>
</tr>
<tr>
<td>▶▶</td>
<td>Slowly fast forward (the screen will continue to display the movie)</td>
</tr>
<tr>
<td>○○</td>
<td>Quickly rewind (the movie will stop playing and not display)</td>
</tr>
<tr>
<td>▶▶</td>
<td>Quickly fast forward (the movie will stop playing and not display)</td>
</tr>
</tbody>
</table>

**While using the DVD player**

<table>
<thead>
<tr>
<th>Play</th>
<th>Play the video</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stop</td>
<td>Stop the video (at that time interval in the movie)</td>
</tr>
<tr>
<td>Pause</td>
<td>Pause the video (it will look like a still image on the screen)</td>
</tr>
<tr>
<td>Menu</td>
<td>Displays the title menu for the DVD (functions at certain times)</td>
</tr>
<tr>
<td>○○</td>
<td>Rewind the movie (press again to rewind at faster speed)</td>
</tr>
<tr>
<td>▶▶</td>
<td>Fast forward the movie (press again to ffd at faster speed)</td>
</tr>
<tr>
<td>○○</td>
<td>Skip to the previous DVD chapter (press again to skip multiple)</td>
</tr>
<tr>
<td>▶▶</td>
<td>Skip to the next DVD chapter (press again to skip multiple)</td>
</tr>
</tbody>
</table>
Crowe Room

Adjusting the Volume
- Locate the area labeled VOLUME.
- Turn the knob right to increase the volume.
- Turn the knob left to decrease the volume.
- An LED light will indicate the current volume setting for the room.
- To mute your sound, you can either turn the volume all the way down or press the Pause button on the white control panel.

Additional Projector Buttons
- The button labeled ASPECT may be used to display your video in a standard 4:3 format or a wide-screen 16:9 format. This button acts like a toggle meaning the format will be retained until you choose otherwise.

When your class is finished

Shutting down your laptop
- Disconnect the audio/video and network cables from your laptop. Return them to the countertop.
- 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 white control panel, locate and press the button labeled POWER OFF.

Final steps
- Manually raise the classroom screen.
- Clean up any loose cables. Do not turn off any power switches within the black square frame.
- Turn off the classroom lights.

Getting Help from Fletcher
- Contact: Ginn Library Assistant (7-6421)
- The library assistant can be found in the main office of Ginn Library.

Getting Help from TTS
After class, please let us know what went wrong so we can troubleshoot it more effectively by contacting Classroom Support.
- Email: it@tufts.edu
- Call: 617-627-3376 (7-3376)