Getting Started
- Locate the touch screen at the front of the lectern. If the screen is blank, touch it once to wake up the system. Touch the screen again to start the system.
- Manually lower the classroom’s screen

Projecting from the Lectern PC
Selecting the Lectern PC
- Press the button labeled Desktop in the left column of the touch screen

Powering up the PC
- Locate the PC inside the lectern
- Turn on the PC by pressing the round power button on the PC’s front panel

Logging on to the PC
To log on using your Tufts network account
- In the Log On to Windows window, type your Tufts username and password

To log on using the classroom network account
- From the Log On to Windows window, type the following account information into the Tufts Username and Password boxes:

Username: 
Password: 

Projecting from your Laptop
- Keep your laptop CLOSED until after completing the following steps
- Press the button labeled Laptop in the left column of the touch screen
- The Laptop page will appear
- Plug the video connector into your laptop’s external monitor port and the audio connector into the headphone port
- Start up your laptop

When your class is finished
Shutting down the control system
- On the top right corner of the Main Menu page, press the button with the Power symbol
- On the System Off? Page, press the button labeled Yes to confirm that you wish to turn off then system

Final steps
- Make sure the projector has shut down
- Manually raise the classroom’s screen
- Turn off the classroom lights

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