Getting Started
- Locate the touch screen at the front of the lectern. If the screen is blank, turn it on by pushing down the power switch in the top left corner of the tablet
- Once the Tufts University logo appears, touch the screen a second time

General Projection Tips
- You can blank the projection screen from any source by tapping the **Blank Screen** button on the source page
  
  *Note:* This will not turn off the projector. Simply tap the **Blank Screen** button again to redisplay your image
- You can return to the **Main Menu** button from within any source by tapping the **Main Menu** button
- The projection screen will automatically lower from the ceiling when the system is turned on. The screen will remain down until the system is powered off or the screen is programmed to raise by user input
- To raise or lower the screen, locate the orange **Projector Screen** button and tap it with the stylus
  - Select **Raise Screen** to raise the screen
  - Select **Lower Screen** to lower the screen

Generic network account login information

<table>
<thead>
<tr>
<th>User name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
</tr>
</tbody>
</table>

Projecting from your Laptop
- In the right compartment of the lectern, locate the audio/video cable and the network cable
- 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 port.
- Connect the network cable to your laptop’s Ethernet jack
- Start up your laptop
- On the **Main Menu** page of the tablet PC press the button labeled **Laptop PC**
- The **Laptop PC** page will appear on the touch screen and your image will be projected

Projecting from the VCR
- Insert your videotape into the VCR located in the cabinet below the lectern
- On the **Main Menu** page press the button labeled **VCR**. The **VCR** page will appear on the touch screen and the video will be projected
- Use the buttons on the **VCR** page to control your video

Projecting from the DVD player
- Insert your DVD into the DVD player located in the cabinet below the lectern
- On the **Main Menu** page press the button labeled **DVD Player**. The **DVD** page will be appear on the touch screen and the video will be projected
- Use the buttons on the **DVD** page to control your DVD
- Use the directional arrows to navigate through the title menu of the DVD

Projecting from the Document Camera
- Open the sliding drawer on the left side of the lectern to expose the document camera
- Carefully raise the camera arm and side lamps using the release button on the document camera
- Press the **Power** button on the camera’s base
- Be sure to remove the lens cap on the camera
- On the **Main Menu** page of the tablet PC press the button labeled **Document Camera**. The **Document Camera** page will appear on the touch screen and your document will be projected onto the screen
- Use the buttons on the base of the camera to manipulate your image (e.g., zoom in or out, etc.)
Gordon Large Classroom

Adjusting the Volume
For Any Source
- Adjust the volume of the selected source by raising or lowering the Volume area on the right side of the panel
- Mute your selected source by tapping the Mute button
- Tap the Mute button again to regain sound

When your class is finished
Shutting down the control system
- On the top right corner of the program menu, tap the red button labeled System Off
- On the System Off? Page, tap the button labeled Yes to confirm that you wish to turn off the system
- The projector will cool down for about one minute and the screen will automatically raise if it is still lowered

Logging off the tablet PC
- Follow the directions for shutting down the control system
- From the tablet’s Start button, choose Log Off

Shutting down your Laptop
- Disconnect the audio/video and network cables from your laptop and coil each up
- Place the coiled cables back into the compartment on the lectern
- Shut down your laptop

Shutting down the VCR
- On the VCR page, press the button labeled Stop to stop your video
- Open the double cabinet doors at the front of the lectern to access the VCR
- Remove your videotape from the VCR and close the cabinet doors

Shutting down the DVD player
- On the DVD page press the button labeled Stop to stop your DVD
- Open the double cabinet doors at the front of the lectern to access the DVD player
- Remove the disk from the DVD player by pressing the Open/Close button
- Close the cabinet doors

Shutting down the document camera
- Remove your document from the from the document camera
- Press the Power button to switch off the document camera
- Carefully return the lamps and camera to their folded positions and slide the device into its stored location

Final steps
- Confirm that the lectern doors are closed
- Please do not turn off any switches within the lectern cabinet
- Ensure that the tablet PC has been logged off and that the control system is off and no longer projecting an image
- Turn off the classroom lights

Before you leave....
Don’t forget to turn off the AV system!
Each projector bulb costs nearly $500, and turning off the system will extend the life of the bulb.
- On the touch screen, press the red button labeled System Off
- Press Yes to confirm that you wish to turn off the system

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