For immediate technology support, call 617-627-3376 or Ext 7-3376
For non-urgent issues email it@tufts.edu

Granoff 251

Activating the Control System
Touch the black screen once to turn on the system. Select either Normal Projection (which will turn on the projector and play audio) or Audio Only.

Using the Projection System
Using the Mac
- Touch the Normal Projection icon if necessary.
- Touch the Desktop icon on the left-side pane.
- If the computer is locked (it requires you to enter login credentials), click on the Music 155 icon and the following password: Cl@ssr00m!
  Note that the 'r' in 'classrooms' is followed by zeroes.
- Press the ENTER key.

Playing a DVD
- Touch the Normal Projection icon if necessary.
- Touch the DVD icon in the left-side pane.
- From the JVC DVD/VCR player in the rack, click the button to the right of the DVD slot.
- After inserting your DVD onto the tray, press the same button to close the DVD tray.
- Use the controls on the touchscreen as desired.

Using a Laptop
- Touch the Normal Projection icon if necessary.
- Touch the Laptop icon in the left-side pane.
- Take the black VGA/audio cables (shown below, middle and right, respectively) and insert them into the corresponding VGA and headphone ports. Note: if you have a Macintosh laptop, you may need an adapter for the VGA cable.

Playing a VHS Tape
- Touch the Normal Projection icon if necessary.
- Touch the VCR icon on the left-side pane.
- From the JVC DVD/VCR player in the rack, insert your VHS into the VHS slot.
- Use the controls on the touchscreen as necessary.

Using the Document Camera
- Touch the Normal Projection icon if necessary.
- Touch the Doc Cam icon on the left-side pane.
- Pull out the document camera from the right side of the lectern desk (shown below).

- Gently pull up the arms of the document camera until they are in upright position.
- Click the large power button on the upper right side of the document camera.
- Touch the icon denoting which type of audio input you would like, if any.

Using an Auxiliary Source
- Touch the Normal Projection icon if necessary.
- Touch the More Sources icon on the left-side pane.
- Touch the Aux Input icon on the left-side pane.
- Locate the yellow/red/white RCA cable from the cable management slot.
- Insert them into the auxiliary device (Yellow = video; Red = right audio channel; White = left audio channel).
Using Only Audio

Playing a Compact Disc
- Touch the Audio Only icon if you have not already.
- Touch the CD Player icon in the left-side pane.
- From the Tascam CD player in the rack, insert your CD into the CD slot.
- Use the transport controls on the touchscreen to play your audio as desired.

Playing from an Auxiliary Audio Source
- Touch the Audio Only icon if you have not already.
- Touch the Aux Audio icon in the left-side pane.
- Take the red and white RCA cables and insert them into the corresponding audio inputs on your device.
- Use the controls on the device to listen to your audio.

Playing from a Laptop or iPod
- Touch the Audio Only icon if you have not already.
- Touch the Laptop Audio icon in the left-side pane.
- Take the black audio cable attached to the black VGA cable (shown below, the cable on the right) and insert it into your laptop or device.
- Use your laptop or device as desired.

Playing from the Mac
- Touch the Audio Only icon if you have not already.
- Touch the Desktop Audio icon in the left-side pane.
- If the computer is locked, select the Music155 icon and type the following password:
- Use the Macintosh as desired.

Adjusting System Volume
- You can adjust the master volume by clicking the down or up arrows at the right edge of the touchscreen under Program Volume.
- The button underneath the down arrow mutes the outputted audio.

When Your Class is Finished

Shutting down your Laptop
- Shut down your laptop.
- Disconnect any connected cables from your laptop and coil each up.
- Push the cables inside the cable management slot.

Shutting down the document camera
- Hold the Power button to switch off the document camera.
- Lower the camera arms downwards.
- Close the drawer.

Shutting down the touchscreen
- Touch the power icon in the upper-right corner of the touchscreen.
- If necessary, confirm that you wish to shut off the system.

Locking the Mac
- If you used the Mac desktop, from the Apple menu (farthest to the left at the top of the screen, denoted by a black apple icon), select Log Out Music155.

Final steps
- Confirm that the cables are properly stored away.
- Open the window blinds.
- Turn off the classroom lights.

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