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.
- 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!