Getting Started
- Locate the white control panel on the wall next to the AV system.
- On the left side of the control panel, press the button labeled ON.
- Manually lower the classroom’s screen

Projecting from your Laptop
- On the control panel press the button labeled LAPTOP.
- On the top of the AV system’s cabinet, locate the laptop audio/video cable.
- Plug the video connector into your laptop’s external monitor port.
- Plug the audio connector into your laptop’s headphone port.
- If you wish to use the internet on your laptop either:
  - Open an internet browser and connect to Tufts wireless or
  - Connect one end of the network cable into the bottom left data jack.
- Start up your laptop

Projecting from the VCR
- On the control panel press the button labeled VCR.
- Insert your videotape into the VCR.
- On the right side of the control panel, locate the DVD & VCR Controls.
- Use the buttons on the bottom row of this section to control your VCR.

Projecting from the DVD player
- On the control panel press the button labeled DVD.

Playing your DVD video
- To the right of the DVD tray, press the button labeled Open/Close.
- Place your DVD on the tray.
- Press the Open/Close button again to close the tray.
- On the right side of the control panel, locate the section labeled DVD & VCR Controls.
- Use the buttons in this section to control your DVD.

Using the DVD’s content and settings menus
- On the right side of the control panel located the DVD & VCR Controls.
- Press the button labeled Menu to display the DVD’s main menu.
- Use the arrow buttons to navigate through the DVD’s main menu.
- Press the button labeled Enter to select a menu option that you highlighted.
- Press the button labeled Play Movie to return to your video from the main menu.

When your class is finished
Shutting down your Laptop
- Shut down your laptop.
- Disconnect the audio/video cable from your laptop and place it on top of the AV system’s cabinet.
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Shutting down the VCR
• From the **DVD & VCR Controls**, press the stop button to stop your video.
• On the VCR’s front panel, press the button labeled **Eject** to remove your video from the VCR.

Shutting down the DVD player
• From the **DVD & VCR Controls**, press the stop button to stop your video.
• To the right of the DVD tray, press the button labeled **Open/Close**.
• Remove your DVD from the tray.
• Press the button labeled **Open/Close** to close the tray.

Shutting down the control system
• On the control panel, press and button labeled **OFF**. Final steps
• Raise the classroom screen.
• 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.

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