Turning on the A/V System

- Locate the Touch Panel on the podium.
- Touch the screen to begin projector warm up.
- Press input source to continue.

Projecting from the Desktop computer

- Power on the computer inside the podium.
- Press the button labeled Podium PC on the touch screen.
- Log on to the Desktop PC with your Tufts credentials, or log on with the following username and password:

  | Username: |
  | Password: |

Projecting from a Laptop connection

- Insert cable labeled VGA or HDMI into your laptop.
- Press the button labeled Laptop “VGA” or Laptop “HDMI” based on the cable used in previous step.
- To use both screens to project the same image press Send to Both Screens.
- You may need to adjust your laptop settings to project your image on the screen.

Projecting different images on each display

- Once a primary image has been selected navigate to a different input, such as: “Podium PC” “Aux HDMI” “Blu-Ray DVD” etc.
- Press Left Projector or Right Projector on touch screen. This will project new source on the screen you choose, remember audio will ONLY be played from the FIRST source you have chosen.
- To use both screens for the same source again press Send to Both Screens (this will also change audio).

Projecting from the Blu-Ray DVD Player

- Power on the Blu-Ray player inside the podium.
- Press eject button and insert your Blu-Ray disc or DVD.
- Press Blu-Ray DVD on touch screen.

Projecting from an Auxiliary Connection

- Locate auxiliary HDMI Cable on left side of podium.
- Connect auxiliary HDMI Cable to devices HDMI port.
- Press Aux HDMI and select display as outlined in previous steps.

Turning off the A/V system

- Press the POWER icon in the top right-hand corner of touch screen to turn off projection system.
- Press Yes to confirm the shut down procedure.

Please remember to shut down A/V system whenever leaving the room.

1st: Get help from the Hall of Flags.
2nd: Contact the Ginn Library Staff Assistant 617-627-6421 (x7-6421)
   Or after 4pm
3rd: Contact TTS at 617-627-3376 (x7-3376)