The Computer, DVD Player, and Document Camera are Located Inside the Podium!

**Turning On the A/V System**
- Locate the Control Panel on the podium
- Touch the screen once to turn on the A/V system

**Projecting from the Lecturn PC**
- Press the button labeled **Desktop**
- Log on to the computer with your Tufts Username and Password (to access your P-Drive), or with the classroom’s Username and Password:

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User name: 
Password: 
```

**Projecting from the DVD Player**
- Press the button labeled **Blu-Ray DVD**
- Use the buttons on the DVD page to control your video

**Projecting from your Laptop**
- Press the button labeled **Laptop HDMI** or **Laptop VGA**
- Plug the video connector into your laptop’s external monitor port and plug the audio connector into the headphone port
- If necessary, adjust your laptop’s video settings

**Projecting from the Document Camera**
- Press the button labeled **Document Camera**
- Locate the Document Camera found in the drawer on the side of the podium
- Raise the camera arm and press the power button

**Shutting Down the A/V System**
- Press the power off button on the top-right corner of the control panel

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**1st:** Get help from the Hall of Flags 617-627-3329 (x7-3329)

**2nd:** Contact the Ginn Library Staff Assistant 617-627-6412 (x7-6412)

Or after 4pm

**3rd:** Contact TTS at 617-627-3376 (x7-3376)