Getting Started

- Locate the white wall-mounted Extron control panel.
- From the Projector area of the control panel, press the button labeled ON.
- Manually lower the projector screen.

Projecting from your Laptop

- On the right side of the control panel, press the button labeled PC.
- Located the laptop audio/video cable.
- Using the end of the audio/video cable labeled AV System:
  - Plug the video connector into the port labeled Laptop.
  - Plug the audio connector into the port labeled Audio.
- Using the end of the audio/video cable labeled Laptop:
  - Plug the video connector into your laptop’s external monitor port.
  - Plug the audio connector into your laptop’s headphone port.
- Start up your laptop.

When your class is finished

Shutting down your Laptop

- Shut down your laptop.
- Disconnect the audio/video cable from your laptop

Shutting down the control system

- From the Projector area of the control panel, press the 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.
- Press Yes to confirm that you wish to turn off the system.

Getting help from Fletcher

- Contact: Ginn Library Assistant (7-6421)
  The library assistant can be found in the library main office.

Getting help from TTS

After class, please let us know what went wrong so we can troubleshoot it more effectively by contacting Classroom Support.
- Email: it@tufts.edu
- Call: 617-627-3376 (7-3376)