Getting Started

Turning on the Control System
- Locate the black touch screen on top of the podium.
- Push the doors of the lectern to access equipment inside (e.g., the desktop, the DVD or VCR players).
- If the screen is black, touch it once to wake it up.
- When the Tufts University logo appears, touch the screen.
- The Main Menu will appear.

Turning on the Projector
- Select your desired input source on the left side of the Main Menu page.
- The projector will turn on and begin to warm up. The touch screen will show you a progress bar.
- The projection screen will automatically descend.

Projecting from the Desktop

Selecting the Desktop
- On the Main Menu, press the button labeled Desktop.

Logging on to the Desktop
*To log on using your Tufts network account*
- Click the button Switch User if necessary and then click Other User.
- Enter your Tufts username and LAN password into the boxes labeled User name and Password.
- Click on the right pointing arrow or Enter on the keyboard to continue.

*To log on using the classroom network account*
- Click the button Switch User if necessary and then click Other User.
- From the Login window, type the following account information into the Username and Password box:
  
<table>
<thead>
<tr>
<th>Username:</th>
</tr>
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<tbody>
<tr>
<td>Password:</td>
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- Click on the right pointing arrow or Enter on the keyboard to continue.

Projecting from the Desktop
- If necessary, wake the Desktop up by pressing the power button on the PC. The machine is located inside the lectern doors.
- Anything you can see on your desktop can be projected using the control system.
- If you plan to play sound through the desktop, make sure the volume on the desktop is not muted.

Projecting from your Laptop

Selecting your Laptop
- On the Main Menu, touch the button labeled Laptop.

Projecting from your Laptop
- Locate the audio and video cable extending from the grommet in the lectern.
- Plug the video connector into your laptop’s external monitor port. Depending on your computer, you may need to supply a VGA adapter to use the projection system.
- Plug the audio connector into your laptop’s headphone port.
- Start up your laptop.

Projecting from the VCR

Selecting the VCR
- On the Main Menu, press the source labeled VCR.
- The VCR Controls page will appear on the touch screen.

Projecting from the VCR
- Inside the lectern, locate the VCR player.
- Insert your videotape into the VCR.
- Use the buttons on the VCR Controls page to control your video.
Projecting from the DVD Player

Selecting the DVD Player
- On the Main Menu, touch the button labeled **DVD**.
- The **DVD Controls** page will appear on the touch screen.

Projecting from the DVD Player
- Inside the lectern, locate the DVD player.
- Insert your DVD into the DVD player.
- Use the buttons on the **DVD Controls** page to control your DVD video.

Adjusting Room Controls

Adjusting the System Volume
- On the right side of the Main Menu, locate the area labeled **Program Volume**.
- To increase the volume, press and hold the area above the colored meter.
- To decrease the volume, press and hold the area below the top of the colored meter.
- Press the **mute** button below the meter to mute sound output.

Adjusting the Microphone Volume
- Press the button labeled **Mic Volume** at the top of the touch screen.
- Adjust volume as described under system volume.
- To mute the microphone, you must press and hold the button on the base of the microphone stand.
- Press the **Go Back** button to return to the Main Menu.

Blanking the Classroom’s Screen
- At the top of the touch screen, locate the area labeled **Projector Mute**.
- Touch the button. The image being displayed is temporarily muted.
- Press the button labeled **Projector Mute** a second time to display the source image again.

When your Class is Finished

Turning off your Laptop
- Shut down your laptop.
- Disconnect the audio and/or video cables from your laptop and place it on top of the AV cabinet.

Shutting down the VCR
- On the **VCR Controls** page, touch the button labeled **Stop**.
- Remove your videotape from the VCR player located inside the lectern cabinet.

Turning off DVD Player
- On the **DVD Controls** page, touch the button labeled **Stop**.
- Remove your DVD from the DVD player located inside the lectern cabinet.

Turning off the Control System
- Locate the power symbol icon in the top right corner of the black touch screen.
- Touch the **Power** button to shut down the system.
- When asked **Are you sure you want to shut off the projector and exit the system? Touch** the button labeled **Yes**.
- The classroom screen will automatically retract and the projector will begin cooling itself off in preparation for system shut down.

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