For immediate technology support, call 617-627-3376 or ext 7-3376
For non-urgent issues email it@tufts.edu

Getting Started
• Locate the white control panel found near the media cart in the room
• On the top left row of the control panel locate and press the white button labeled POWER ON
• Lower the classroom’s projection screen using the flip switch located next to the media cart

Projecting from your Laptop
• Locate the laptop audio/video and network cables extending out of the grommet on the top of the classroom’s media cart
• Plug the video connector into your laptop’s external monitor port. You may need to supply an adapter
• Plug the audio connector into your laptop’s headphone jack
• Plug the network cable into your laptop’s Ethernet jack
• Start up your laptop
• Push the button labeled Laptop on the control panel to project your computer

Projecting from the VCR
• Insert your videotape into the VCR located inside the door of the media cart
• Push the button labeled VCR on the control panel to display your video on the projection screen
• Use the buttons at the bottom of the control panel to control playback of your video

Projecting from the DVD player
• Insert your disc into the DVD player labeled Use this DVD ↑ located inside the door of the media cart
• On the control panel press the button labeled DVD
• Use the buttons at the bottom of the control panel to control playback of your video
• The arrows in the bottom right corner of the control panel can be used to navigate through the title menu
  and the middle button can be used to select your choices

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<td>Play/Pause Video Playback</td>
<td>Play or pause video playback</td>
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<td>Stop Video</td>
<td>Stop video</td>
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<td>Rewind on VCR, Prior Chapter on DVD</td>
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<td>Fast Forward on VCR, Next Chapter on DVD</td>
<td>Fast forward video 2x, repeat for 4x, 8x, 16x and 32x speed</td>
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Adjusting the Volume
• Locate the area labeled VOLUME
• Turn the knob right to increase the volume
• Turn the knob left to decrease the volume
• An LED light will indicate the current volume for the room
• To mute your sound, you can either turn the volume all the way down or press the Pause button on the white control panel

Additional Projector Buttons
• The button labeled AUTO IMAGE will refresh the image being displayed from your source to the projector
• ASPECT may be used to display your video in a standard 4:3 format or a wide-screen 16:9 format
• The button labeled BLANK will stop projecting your video onto the screen if you need time for discussion. Hit BLANK again to redisplay your image

When Your Class is Finished

Shutting down your laptop
• Disconnect the audio/video and network cables from your laptop. Return them to the top of the cart
• Shut down your laptop

Shutting down the VCR or DVD player
• Stop your video and remove it from the VCR or DVD player

Shutting down the control system
• On the white control panel, locate the top left row
• Press the button labeled POWER OFF

Final steps
• Use the flip switch to raise the projection screen
• Close the door to the media cart. Do not turn off any power switches within the cart
• Turn off the classroom lights

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