**Olin 112**

**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

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
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</thead>
<tbody>
<tr>
<td>Play or Pause Video Playback</td>
<td></td>
</tr>
<tr>
<td>Stop Video</td>
<td></td>
</tr>
<tr>
<td>Rewind on VCR, Prior Chapter on DVD (for DVDs, press and hold to rewind 2x, repeat for 4x, 8x, 16x and 32x speed)</td>
<td></td>
</tr>
<tr>
<td>Fast Forward on VCR, Next Chapter on DVD (for DVDs, press and hold to fast forward 2x, repeat for 4x, 8x, 16x and 32x speed)</td>
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</tbody>
</table>

### 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!