Getting Started
• Locate the black touch screen at the front of the lectern. If the screen is blank, touch it once to turn on the system
• If the Tufts University logo appears, touch the screen a second time to turn on the system
• Lower the screen using the controls on the cream wall plate behind the lectern

Projecting from the Lectern PC
• On the Main Menu page, press the button labeled Lectern PC
• If necessary, turn on the PC by pressing the round power button on the PC’s front panel. The PC can be found inside the lectern

Logging on to the PC
To log on using the general classroom account
• From the Log On to Windows window, type the following account information into the Username and Password boxes:

  User name:  
  Password:  

• The Log on to: box should read TUFTS
• Click on the button labeled OK
• You may also use your personal Tufts account to log on to the classroom machine

Projecting from your Laptop
• On the Main Menu page press the button labeled Laptop
• Locate the audio/video cable and the network cable extending from the lectern’s grommet
• Using the audio/video cable:
  o Plug the video connector into your laptop’s external monitor port
  o Plug the audio connector into your laptop’s headphone port
• Your laptop may need to change its display mode to sync up properly with the projector
• Connect the network cable to your laptop’s network port
• Start up your laptop

Note: You may need to supply a VGA adapter to connect your laptop to the projection system

Projecting from the VCR
• On the Main Menu page press the button labeled VCR
• Insert your videotape into the VCR located inside the lectern’s cabinet
• Use the buttons on the VCR page to control your video

Projecting from the DVD player
• On the Main Menu page press the button labeled DVD
• Insert your DVD into the player located inside the lectern’s cabinet
• Use the buttons on the DVD page to control your video
• You can use the directional arrow icons to navigate within your title screen. The square icon will execute your choice. The button labeled Menu will take you to the title screen of your DVD

Projecting from the Document Camera
• On the Main Menu page press the button labeled Doc Cam
• Open the document camera drawer on the right side of the lectern
• Raise the camera arm and rotate the lens downward to face the base
• Press the Power button in the back middle area of the camera’s base
• Center your document or transparency on the stage area of the camera
• To display a paper document, press the button depicted by a light bulb until the light on each lighting arm is illuminated
• To display a transparency, press the button depicted by a light bulb until the light in the camera’s base is illuminated
• Use the buttons located around the area of the camera’s lens to focus your document or to zoom in or out of a particular field

Helpful Tip
Blanking the screen
• During your presentation, you can blank the screen and leave the projector running by toggling the button labeled Blank Screen
Projecting from an Auxiliary device
- Choose which type of cables you will connect to your device
  - The colored cables are for **AUX Video** connections and generally correspond to the same colors on your device
  - The black cables are for **AUX S-Video** connections
- Connect the cables extending out of the grommet to your device
- Turn on the power for your auxiliary device
- Select **AUX Video** or **AUX S-Video** using the touch screen based on your connection type

Controlling Audio
Using wireless microphones
- 4 wireless microphones can be checked out from the front office, please return them at the end of your session.
- To activate the microphone, press the power button located under the label, you will see a green light to confirm that it is on.

Using the program or source audio
- The area labeled **Volume** on the touch screen controls audio for the selected source
- Use the buttons to raise or lower volume or mute volume temporarily by pressing **Mute** as a toggle switch

Using the microphone volume
- Press the button labeled **Mic** to set the audio focus to the lectern microphone and/or wireless microphones
- The controls work identically to the source volume described above
- Press **Mic** again to set the focus back to program or source audio

When your class is finished
Shutting down the lectern PC
- From the PC’s **Start** menu, press the button representing a **power icon** to shut down the PC
- Return the keyboard shelf to its stored position

Shutting down your Laptop
- Shut down your laptop
- Disconnect the audio/video and network cables from your laptop and return them to the grommet in the lectern located in the left corner

Shutting down the VCR
- On the VCR page, press the button labeled **Stop** to stop your video
- Remove your video from the VCR by pressing the eject button on the VCR and close the cabinet doors

Shutting down the DVD player
- On the DVD page press the button labeled **Stop**
- Remove your disc from the DVD player by pressing the eject button on the player and close the cabinet doors

Shutting down the Document Camera
- Remove your document from the camera
- Press the **Power** button to switch off the document camera
- Rotate the camera’s lens 90 degrees
- Supporting the base, collapse the camera’s arms so that they fold inwards and down upon the staging area
- Slide the drawer back into the lectern

Shutting down an Auxiliary device
- Power down your device
- Disconnect the audio/video cable from your device and return them to the grommet

Shutting down the Control System
- Press the button labeled **Shut Down**
- On the **Shut Down?** page, press the button labeled **Yes** to confirm that you wish to turn off the system

Final steps
- Confirm that the lectern doors are closed
- Turn off the classroom lights
- Raise the projection screen using the controls on the cream wall plate behind the lectern

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.

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