Robinson 253

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

The Computer, DVD and Blu-ray Players, VCR are located inside the Podium!

Turning on the A/V System
- Locate the Touch Screen on the lectern.
- Press the POWER icon in the top right corner of the screen.
- Wait for the projection system to warm up before selecting an input.

Logging on to the Classroom Computer
- Wait for the projection system to warm up before selecting an input.
- Log on to the Desktop PC with your Tufts Username and Password in order to easily access your P-Drive, or log on with the following Username and Password:

<table>
<thead>
<tr>
<th>Username:</th>
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<tbody>
<tr>
<td>Password:</td>
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- Press the button labeled Desktop PC to project from the classroom computer.

Note: The connections in this column may require you adjust the video settings on your computer in order to see the screen projected.

Projecting using a VGA connection
- Press the button labeled Laptop “VGA”.
- Plug the blue, 15-pin connector into your computer’s VGA port. Plug the attached audio connector into the headphone jack.
- You may need to supply your own adapter.

Projecting from a Display Port
- Match the display port cable extending from lectern with the port on your laptop.
- Choose either Display Port or Mini Display Port using the Touch Screen dependent on your computer’s display port size.
- Plug separate audio cable into laptops headphone jack.

Project using HDMI
- Plug the HDMI cable extending from the lectern into your computer.
- Press the button labeled AUX “HDMI” on the Touch Screen.
**Project using the Blu-Ray DVD player**
- Insert your Blu-Ray disc into the Blu-Ray DVD player.

*Note: The Blu-Ray player can play all types of DVDs except HD-DVDs.*
- Press the button labeled Blu-Ray DVD on the Touch Screen.
- Use the navigation arrows on the Touch Screen to playback your video and access the DVD menus.

**Project using the DVD player**
- Insert your non Blu-Ray DVD into the DVD player and press DVD on touchscreen.
- Use the navigation arrows on the Touch Screen to playback your video and access the DVD menus.

**Project using the VCR**
- Insert a VHS tape into the VCR combo player and press VCR on touchscreen.
- Use the playback buttons on the Touch Screen to rewind, fast-forward, stop, pause, and play the video.

**Turning off the A/V system**
- Touch the POWER icon in the top right-hand corner of the Touch Screen.
- Confirm your choice on the next screen by pressing the button labeled Yes.

**Classroom Audio**
- The *system volume control* and *mute* button are located along the right-hand side of the Touch Screen.
- The *microphone volume controls* can be found by pressing the button at the top of the Touch Screen.

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