Getting Started

- Locate the white touch screen panel at the front of the room on the right side.
- The Tufts University logo should be displayed. If the screen is blank, touch the screen with your finger to wake up the system. Touch the screen a second time to activate control system.
- The screen will automatically descend once you choose an input source to project.

General Projection Tips

- The projection screen will automatically descend from its ceiling compartment when the first input source is selected from the main menu.
- The projector will automatically use a widescreen (16:9) format when able. Some sources can only project in a standard (4:3) format and cannot be adjusted.

General Lighting Tips

- You can control the ambient lighting for the room using the touch panel interface or by using the wall controls next to the touch panel.
- The window shades may be manually controlled using the labeled wall controls. The differently numbered buttons raise and lower different window shades in the room. The top button raises the shades, the middle button stops the motor, and the bottom button causes the shades to descend.
- Use the labeled wall controls to set the ambient lighting for the best conditions for your presentation. Consult the area labeled Theatrical Lights for instructions on using the theater lights.
- Alternatively, you can also manipulate the lighting in the room using the touch panel. The button labeled Lights on the top row of the touch panel brings you to the lighting presets. There are 4 presets that can be used to set the lighting conditions as well the button All Off which turns off all ambient lights.

Note: The Preset controls for lighting work best when the lights have been on for a few minutes and are completely warmed up. If the lights have just been turned on, it will seem like the presets are all the same!

Turning on the Control System

- Once you have activated the touch panel system the Control Panel will appear displaying a list of available sources.

Projecting from a Laptop

- On the Main Menu page, touch the button labeled Laptop.
- Power on your laptop before connecting the cables.
- Using the audio/video cable provided:
  - 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 stereo jack.
  - Plug the Ethernet cable into its network jack.
- If necessary, use the appropriate function key on your laptop’s keyboard to display the image on the projection screen.

Projecting from an Auxiliary Device

- The multipurpose room is equipped to project input from many different devices through the use of composite and s-video cables which you supply.

<table>
<thead>
<tr>
<th>Cable Hookup:</th>
<th>Wall plate Label:</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-Video</td>
<td>AUX S-Video</td>
</tr>
<tr>
<td>Composite</td>
<td>AUX Video</td>
</tr>
<tr>
<td>Audio only</td>
<td>AUX Audio</td>
</tr>
</tbody>
</table>

- The audio portion of your S-Video or composite device must be connected to the wall panel in the area labeled AUX S-Video Audio input or AUX Video Audio input, respectively, in order to obtain the correct audio focus for your device.

Projecting from a VCR

- On the Main Menu page, touch the button labeled VCR.
- Put your VHS tape into the player located on the wall mount to the left of the touch panel.
- Using the transport controls on the touch panel, push the Play button to begin watching your video. Use the other transport buttons to control video playback.
Projecting from the DVD Player
- On the **Main Menu** page, touch the button labeled **DVD**.
- Insert your DVD into the DVD player located on the wall mount to the left of the touch panel.
- Use the transport controls on the touch panel to control video playback of your DVD.
- Press the **Scan Forward** or **Scan Backward** buttons again if you want to speed up the scan.
- The **Menu** button will bring you to the DVD menu if one exists for your video.
- Use the 4-way directional arrows and the center **Enter** button to navigate through scene selections or bonus scenes on your DVD.

Projecting from the TV
- On the **Main Menu** page, touch the button labeled **More Sources** and then **Cable TV**.
- Use the appropriate buttons on the **TV Menu** page to change the channel. You can also enter a channel in directly by keying in the channel number and pressing **Enter**.
- If you require **Closed Captioning** for your TV show, you can enable CC using the touch panel.
- Press the button labeled **C. Caption On/Off** located in the top row of the touch panel to toggle this feature.
- The TV show must also have CC available for any text to be seen.

Adjusting Room Controls

**Adjusting the Microphone Volume**
- There are four input jacks for microphones to be used in the Multipurpose Classroom.
- To adjust microphone volume, locate the area labeled **MIC / ALS Volume** on the top row of the touch panel.
- The microphone volume can be adjusted at any time by pressing the appropriate button to make speech louder or softer. You can hold the button down for a faster change. The touch panel provides a visual notification of the microphone volume using a colored meter.
- If you want to mute the microphone volume entirely, press the **Mute** button at the bottom of the meter. When you are ready to hear the source audio again, press the Mute button to regain audio.
- Push the **Go Back** button to return to the **Main Page** when done adjusting the microphone volume.

**Adjusting the System Volume**
- To adjust the system or program volume, locate the area labeled **Program Volume** and the up and down facing arrows on the right side of the touch panel.
- The system volume can be adjusted at any time by pressing the appropriate button to make your source audio louder or softer. You can hold the button down for a faster change. The touch panel provides a visual notification of the system volume using a colored meter.
- If you want to mute the system volume entirely, press the **Mute** button at the bottom of the meter. When you are ready to hear the source audio again, press the Mute button to regain audio.

When your Class is Finished

**Shutting Down your Laptop**
- Shut down your laptop.
- Disconnect the audio/video and network cables from your laptop and return them neatly back to the table.

**Shutting Down the VCR**
- Press the **Stop** button using the transport controls on the touch panel.
- Remove your videotape from the VCR player.

**Shutting Down the DVD Player**
- Press the **Stop** button using the transport controls on the touch panel.
- Remove your DVD from the player.

**Shutting Down the Control System**
- Press the power button located in the top row of the touch screen.
- On the **System Off?** page, press the button labeled **Yes** to confirm shutdown.
- The projection screen will automatically retract.
- Please turn off any lights that you used and raise the room shades when you are finished.

**Turn Off the AV System**
- Each projector bulb costs nearly $800, and turning off the system will help to extend the bulb’s life.
- Press the power button on the top, right side of the touch panel.
- Click on the button labeled **Yes** to confirm that you wish to turn off the system.