

# TTS Instructional Lab at Eaton Hall (208)

FOR IMMEDIATE TECHNOLOGY SUPPORT, CALL 617-627-3376 OR EXT 7-3376  
FOR NON-URGENT ISSUES EMAIL IT@TUFTS.EDU

## Getting Started

### Adjusting room lights

Locate the dimmer behind the instructor station and move the switch up or down to adjust the light.

### Adjusting the Instructor Station

Feel free to move the instructor station to a comfortable position in the room, but take care to not go past the length of the cords in the wall.

### Turning on the Projector

- 1) Locate the white projector keypad on the wall behind the instructor station.
- 2) Press the **On/Off** switch on the keypad.

### Adjusting the Volume

Adjust the audio volume with the up and down arrow keys (volume buttons) on the keypad. To turn off all sound from the projector, press the Mute button. Re-select Mute to turn the sound on again.

## Presenting from the Instructor Station

### Logging on to the Instructor PC

- 1) Turn on the instructor station by pressing the power button on the front of the computer.
- 2) When the *Welcome to Windows* window appears, simultaneously press the **CTRL + Alt + Del** keys.
- 3) When prompted to login, type your Tufts Username and Tufts Password (*same credentials you use for Tufts email, Trunk, network access, etc.*).
- 4) Confirm that **Tufts** appears in the *Log on to* box and click OK.
- 5) In the box labeled **Password**, enter the **computer's name** a second time.
- 6) Click **Log in**.

### Using the Student Station

To use the student station, follow the same procedure followed for logging into the instructor station.

## Projecting from your Laptop

### Connecting your Laptop

- 1) On the side of the instructor station, locate the video cable.
- 2) Plug the cable into your laptop's external video port.
- 3) Locate the audio cable plugged into the black panel behind the instructor station.
- 4) Plug the audio cable into your laptop's headphone port.

### Selecting your Laptop

- 1) Locate the switch box on the left side of the instructor station.
- 2) Turn the knob on the switch box to **Laptop** and start your laptop.

To decrease the brightness, push down on the slider.

## Finishing Up

### Shutting Down the PCs

- 1) From the Start menu, choose **Shut Down**.
- 2) When the *Shutdown* window appears, click the down-arrow and select **Shut down**.
- 3) Click OK.
- 4) When shut down is complete, use the power button to turn off the PC.
- 5) Please have your students shut down the student PCs and check that all computers were properly shut down.

### Turning off your Laptop

- 1) Power down your laptop.
- 2) Disconnect the video cable from the laptop.
- 3) Wind up the video cable and place it near the switchbox.

- 4) Unplug the audio cable from the headphone jack on your laptop.
- 5) Coil the cable and place it on the floor near the black wall panel behind the instructor station.
- 6) Turn the switch on the switchbox back to Desktop setting.

### Turning off the projector

Hold the **On/Off** button for 5 seconds and then release.

- It will take at least 30 seconds for the unit to power down and another minute to complete TTS cooling process.

### Final Steps

- 1) Push the Instructor Station back to its original position against the wall.
- 2) Turn off lights using the light switches at the rear the room.
- 3) Exit the room, closing the door behind you.
- 4) Re-activate the alarm by entering the 4-digit code on the **Magnum Alert** keypad (upper keypad) on the wall.
- 5) Press the **On/Off** button.
- 6) The red light labeled **Armed** will light up, indicating that you've enabled the room's alarm.

**Tip:** There is no need to roll up the wall screen. The screen should remain lowered at all times.