

# Instructing in Braker Hall

## Rooms 220, 226

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### Getting Started

#### Turning on the Projector

- Locate the white control panel on the wall near to the AV cabinet.
- On the left side of the control panel, press the button labeled **ON**.

### Projecting from your Laptop

#### Selecting your Laptop

- On the control panel, press the button labeled **PC**.

#### Projecting from your Laptop

- On the top of the AV cabinet, locate the audio/video cable.
- Plug the video connector into your laptop's external monitor port.
- Plug the audio connector into your laptop's headphone port.
- If you wish to use the internet on your laptop either:
  - Open an internet browser and connect to Tufts wireless or
  - Connect one end of the network cable into the bottom left data jack.
- Start up your laptop

### Projecting from the VCR

#### Selecting the VCR

- On the control panel, press the button labeled **VCR**.

#### Projecting from the VCR

- Inside the AV cabinet, locate the VCR.
- Insert your videotape into the VCR.
- On the right side of the control panel, locate the section labeled **DVD & VCR Controls**.
- Use the buttons on the bottom row of this section to control your video.

### Projecting from the DVD Player

#### Selecting the DVD Player

- On the control panel press the button labeled **DVD/VCR**.

### Projecting from the DVD Player

- Inside the AV cabinet, locate the DVD player.
- Insert your DVD video into the DVD player.
- On the right side of the control panel, locate the section labeled **DVD & VCR Controls**.
- Use the buttons in this section to control your DVD.

#### Using the DVD's Content and Settings Menus

- On the right side of the control panel located the section labeled **DVD & VCR Controls**.
- Use one of following buttons to control your DVD:

| To ...                    | Press ...  |
|---------------------------|------------|
| Display the DVD menu      | Menu       |
| Navigate through the menu | The arrows |
| Select a menu option      | Enter      |
| Return to your video      | Play Movie |

### When your Class is Finished

#### Turning off your Laptop

- Shut down your laptop.
- Disconnect the audio/video cable from your laptop and place it on top of the AV cabinet.

#### Turning off the VCR

- Remove your videotape from the VCR.

#### Turning off DVD Player

- Remove your DVD from the DVD player.

#### Turning off the Projector

- On the control panel, press and button labeled **OFF**.

#### Final Steps

- Manually raise the classroom's screen.

### Getting Help from ITS

- **Email:** [classroomsupport@ase.tufts.edu](mailto:classroomsupport@ase.tufts.edu)
- **Call:** x75898 (ITS HelpDesk)