

Instructing in Aidekman Hall

Rooms 001, 002, 9, 11, 12, & 13

Getting Started

- Locate the white control panel on the wall next to the AV system.
- On the left side of the control panel locate the area labeled **DISPLAY**.
- Press the button labeled **ON**.
- Manually lower the classroom's screen

Projecting from your Laptop

- On the right side of the panel press the button labeled PC.
- On the top of the AV system's cabinet, locate the laptop 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:
 - Plug the network cable into your laptop and into the wall-mounted jack.
- Start up your laptop

Projecting from the VCR

- On the right side of the control panel press the button labeled VCR.
- Insert your videotape into the VCR.
- Use the buttons on the VCR to control your video.

Projecting from the DVD player

- On the right side of the control panel press the button labeled DVD.
- Use the buttons on the DVD player to control your DVD movie.

Adjusting the Volume

- Locate the area labeled VOLUME.
- Turn the knob right to increase the volume
- Turn it left to decrease the volume.

When your class is finished

Shutting down your Laptop

- Shut down your laptop.
- Disconnect the audio/video and network cables from your laptop.

Shutting down the VCR

- Stop your video and remove it from the VCR.

Shutting down the DVD player

- Stop your DVD movie and remove it from the DVD player.

Shutting down the control system

- On the control panel, locate the area labeled DISPLAY.
- Press the button labeled OFF.

Final steps

- Raise the classroom screen.
- Turn off the classroom lights.

Getting Help from ITS

- **Email:** classroomsupport@ase.tufts.edu
- **Call:** x70ITS or x70487 (ITS Classroom Support)