
Instructing in the Braker 001 Classroom

Reference guide

Getting Started

- Locate the touch screen at the front of the lectern. If the screen is blank, touch it once to turn on the system.
- Touch the screen a second time to display the Main Menu.
- The screen will automatically lower when a specific classroom function has been selected.
- Press the button labeled **Proj. On** to turn on the projector.

Projecting from the Lectern PC

Selecting the Lectern PC

- On the Main Menu press the button labeled **Computer**.

Setting up the PC

- Open the left cabinet door at the front of the lectern.
- Turn on the PC by pressing the round power button on the PC's front panel.

Logging on to the PC

To log on using your Tufts network account

- In the **Log On to Windows** window, type your Tufts username in the box labeled **User name**.
- In the box labeled **Password** type in your Tufts network password.
- Click on the button labeled **OK**.

Projecting from your Laptop

- On the Main Menu press the button labeled **Laptop**.
- Locate the audio/video cable and the network cable inside the right cabinet of the lectern.
- Using one end of 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.
- Connect the network cable to your laptop's network port.
- Locate the audio/video ports and the network jack on the upper right corner of the lectern.
- Using the other end of the audio/video cable plug the video connector into the video port and the audio connector into the audio port.
- Connect the other end of the network cable into the network port.
- Start up your laptop.

Projecting from the VCR

- On the Main Menu page press the button labeled **VCR**.
- The VCR page will appear on the touch screen.
- Open the right cabinet door at the front of the lectern.
- Insert your videotape into the VCR.
- Close the cabinet doors.
- Use the buttons on the **VCR** page to control your video.

Projecting from a DVD player

- Turn on and logon to the PC
- Open the double cabinet doors at the front of the lectern.
- At the far right of the PC's front panel locate the DVD drive.
- Open the DVD drive by pressing the round black button below the DVD drive.
- Place your DVD on the tray and close the tray.
- Close the cabinet doors.

- After you have inserted your DVD into the drive, a window labeled with the title of your DVD will appear.
- From the window, select **Play DVD movie using InterVideo WinDVD**.
- Use the buttons on the WinDVD control panel to play video from your DVD.

Using the Microphone

Turning on the amplifier

- Locate the amplifier within the right cabinet of the lectern.
- Press the square button labeled **Power** on the bottom right corner of the box.

Controlling the volume

- To increase the volume press the button labeled **Mic Up**.
- To decrease the volume press the button labeled **Mic Down**.

When your class is finished

Shutting down the lectern PC

- If you used content from a CD or DVD during your class, press the round black button below the DVD drive to eject your disc.
- From the PC's **Start** menu, choose **Shut down**.
- Return the keyboard shelf to its stored position.

Shutting down your Laptop

- Shut down your laptop.
- Press the button labeled **Main Menu**.
- Disconnect the audio/video and network cables from your laptop and coil each up.
- Place the coiled cables on the top right corner of the lectern.

Shutting down the VCR

- On the **VCR** page, press the stop button to stop your video.
- Press the button labeled **Return to Main Menu**.
- Open the right cabinet door at the front of the lectern to access the VCR
- Remove your videotape from the VCR and close the cabinet door.

Shutting down the control system

- On the center of the Main Menu, press the red button labeled **System Off**.
- Confirm that you wish to turn of the system by pressing the button labeled **Yes**.
- The projector will automatically shut down.
- The screen will automatically retract.

Final steps

- Confirm that the lectern doors are closed.
- Turn off the classroom lights

Before you leave...

Don't forget to turn off the AV system! Each projector bulb costs nearly \$500, and turning off the system will extend the life of the bulb.

- On the touch screen, press **System Off**.
- Press **Yes** to confirm that you wish to turn off the system.

Getting help from ITS

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

For a complete learning guide, visit:

<http://training.ase.tufts.edu/tufts-classrooms/braker001.asp>