
Instructing in Bromfield-Pearson 5

Reference sheet

Getting Started

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

Projecting from your Laptop

- On the control panel press the button labeled **LAPTOP**.
- 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 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

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

Projecting from the DVD player

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

Playing your DVD video

- To the right of the DVD tray, press the button labeled **Open/Close**.
- Place your DVD on the tray.
- Press the **Open/Close** button again to close the tray.
- 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 **DVD & VCR Controls**.
- Press the button labeled **Menu** to display the DVD's main menu.
- Use the arrow buttons to navigate through the DVD's main menu.
- Press the button labeled **Enter** to select a menu option that you highlighted.
- Press the button labeled **Play Movie** to return to your video from the main menu.

When your class is finished

Shutting down your Laptop

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

Shutting down the VCR

- From the **DVD & VCR Controls**, press the stop button to stop your video.
- On the VCR's front panel, press the button labeled **Eject** to remove your video from the VCR.

Shutting down the DVD player

- From the **DVD & VCR Controls**, press the stop button to stop your video.
- To the right of the DVD tray, press the button labeled **Open/Close**.
- Remove your DVD from the tray.
- Press the button labeled **Open/Close** to close the tray.

Shutting down the control system

- On the control panel, press and button labeled **OFF**. Final steps
- Raise the classroom screen.
- 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.

Getting help from ITS

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