

Instructing in Cabot 102

Activating the Control System

Turning on the Tablet PC

- On the top left side of the Tablet PC, locate the **Power** switch.
- Push the **Power** switch down.

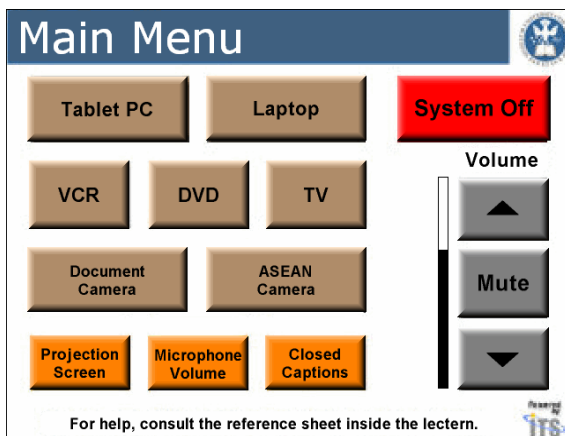
Logging on to the Tablet PC

To log on using your Tufts network account

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

Turning on the Control System

- Once you have logged on to the Tablet PC the **Control Panel** will appear.
- Click once on the Tufts University logo.
- The **Main Menu** page will appear and display the available content sources in this classroom.



Projecting from the Tablet PC

Selecting the Tablet PC

- On the **Main Menu** page, click on the button labeled **Tablet PC**.

Projecting from a Laptop

Selecting the Laptop

- On the **Main Menu** page, click on the button labeled **Laptop**.

Don't Reveal your Passwords

If you are presenting from the Tablet PC and need to type a password, blank the classroom screen.

- On **Tablet PC** page, click on the button labeled **Blank Screen**.

Connecting the Laptop

- Using 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.
- Plug the network cable into your laptop's network port.
- Start up your laptop.

Projecting from the VCR

Selecting the VCR

- On the **Main Menu** page, click on the button labeled **VCR**.

Projecting from the VCR

- Insert your videotape into the VCR.
- Click on the appropriate buttons on the **VCR** page to control your video.

Projecting from the DVD Player

Selecting the DVD player

- On the **Main Menu** page, click on the button labeled **DVD**.

Projecting from the DVD player

- Insert your DVD into the DVD player.
- Use the appropriate buttons on the **DVD** page to control your DVD.

Projecting from the TV

Selecting the TV

- On the **Main Menu** page, click on the button labeled **TV**.

Projecting from the TV

- Use the appropriate buttons on the **TV** page to change the channel.

Projecting from the Document Camera

Selecting the Document Camera

- On the **Main Menu** page click on the button labeled **Document Camera**.

Projecting from the Document Camera

- Open the podium's side drawer, raise the camera arm, and rotate the lens downward.
- Press the **Power** button in the top left corner of the camera's base.

Adjusting Room Controls

Adjusting the Microphone Volume

- On the **Main Menu** page, click on the button labeled **Microphone Volume**.
- On the **Microphone Volume** page, click on the gold up- or down-facing arrows.

Adjusting the System Volume

- On your content source page, click on the grey up- or down-facing arrows.

When your Class is Finished

Shutting down your Laptop

- Shut down your laptop.
- 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, click on the button labeled **Stop**.
- Remove your videotape from the VCR.

Shutting Down the DVD Player

- On the **DVD** page, click on the button labeled **Stop**.
Remove your DVD from the DVD player.

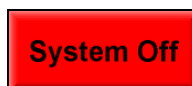
Shutting Down the Document Camera

- Remove your document from the from the document camera.
- Press the **Power** button to switch off the document camera.

- Rotate the lens, lower the camera arm, and close the drawer.

Shutting Down the Control System

- On your content source's page, click on the button labeled **Main Menu**.
- On the **Main Menu** page, click on the button labeled **System Off**.



- On the **System Off?** page, click on the button labeled **Yes**.

Shutting Down the Tablet PC

- From the **Start** menu, click on the button labeled **Shut Down**.
- Confirm that **Shut Down** appears in the box labeled **What do you want to do?**
- Click on the button labeled **OK**.

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

- **Contact:** Lindsey Tapper
(Lindsey.tapper@tufts.edu, x76421)
She can be found in the library main office.

After class, please let us know what went wrong so we can troubleshoot it more effectively by contacting Classroom Support.

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