

---

# Instructing in Cabot 205

## 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.
- Once the Tufts University logo appears, touch the screen a second time.

### Projecting from the Lectern PC

#### Setting up the PC

- Open the double cabinet doors 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**.

#### Selecting the Lectern PC

- On the **Main Menu** page, press the button labeled **Lectern PC**.
- The content from the lectern PC will appear on the classroom's screen, and the **Lectern PC** page will appear on the touch screen.

### Projecting from your Laptop

- In the right corner of the lectern's desktop, locate the audio/video cable and the network cable.
- 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.
- Connect the network cable to your laptop's network port.
- Start up your laptop.
- On the **Main Menu** page press the button labeled **Laptop**.
- The content from your laptop will appear on the classroom's screen, and the **Laptop** page will appear on the touch screen.

### Projecting from the VCR

- Open the double cabinet doors at the front of the lectern.
- Insert your videotape into the VCR.
- Close the cabinet doors.
- On the **Main Menu** page press the button labeled **VCR**.
- The content from the VCR will appear on the classroom's screen, and the **VCR** page will appear on the touch screen.
- Use the buttons on the **VCR** page to control your video.

### Projecting from the TV

- On the **Main Menu** page press the button labeled **TV**.
- To change the channel:
  - Locate the numbered keypad.
  - Enter the number of the channel you wish to display
- Press the button labeled **Enter**.

---

## Projecting from the Document Camera

### Setting up the camera

- Open the document camera drawer.
- Raise the camera arm and rotate the lens downward to face the base.
- Raise the lighting arms on each side of the camera.
- Rotate the lighting unit at the end of each arm so that it is parallel to the base.
- Press the **Power** button in the lower right corner of the camera's base.
- Center your document or transparency on the stage area of the camera.
- To display a paper document, press the button labeled **Lamp** until the light on each lighting arm is illuminated.
- To display a transparency, press the **Lamp** button until the light in the camera's base is illuminated.
- On the **Main Menu** page press the button labeled **Document Camera**.

## When your class is finished

### Shutting down the lectern PC

- From the PC's **Start** menu, choose **Shut down**.
- Press the button labeled **Main Menu**.
- 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 left corner of the lectern.

### Shutting down the VCR

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

### Shutting down the TV

- On the TV page press the button labeled **Main Menu**.

### Shutting down the document camera

- Press the button labeled **Main Menu**.
- Remove your document from the from the document camera.
- Press the **Power** button to switch off the document camera.
- Lock the camera arm in its folded position.
- Rotate the camera's projection arms inward.
- Close the drawer.

### Shutting down the control system

- On the top right corner of the **Main Menu** page, press the button labeled **System Off**.
- On the **System Off?** Page, press the button labeled **Yes** to confirm that you wish to turn off then system.

### 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

- **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)