
Instructing in East 15

Reference guide

Getting Started

- Locate the black control panel on the wall next to the AV system.
- At the left side of the control panel, press and hold the power button for 3 seconds.
- Manually lower the wall-mounted screen.

Projecting from your Laptop

- On the control panel press the button labeled **PC**.
- From the drawer located on the front of the AV system's cabinet, remove the network cable and laptop audio/video cable.
- Using the end of the audio/video cable labeled **For AV System**:
 - Plug the video connector into the port labeled **Laptop**.
 - Plug the audio connector into the port labeled **Audio**.
- Using the end of the audio/video cable labeled **Laptop**:
 - Plug the video connector into your laptop's external monitor port.
 - Plug the audio connector into your laptop's headphone port.
- Plug one end of the network cable into the AV System's port labeled **Network**.
- Plug the other end of the cable into your laptop.
- Start up your laptop.

Projecting from the VCR

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

Projecting from the DVD player

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

Playing your DVD video

- Open the DVD tray by pressing the **Open/Close** button to the right of the tray.

- Place your DVD on the tray.
- Press the **Open/Close** button again to close the tray.
- Use the buttons on the right of the DVD player's front panel to control your DVD.

Using your DVD's content and settings menus

- From the drawer located on the front of the AV system's cabinet, remove the DVD's remote control.
- To display the DVD's main menu, press the button labeled **Menu/PBC** on the DVD's remote.
- Use the blue arrow buttons on the remote to select an option from the DVD's main menu.
- Press the button labeled **Enter/Play** to select the menu option that you highlighted.
- To return to your video, select **Play Movie** from the main menu.

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 up each cable.
- Place the coiled cables in the AV system's cabinet drawer.

Shutting down the VCR

- On the VCR's front panel, press the button labeled **Stop** to stop your video.
- Remove your videotape from the VCR by pressing the **Eject** button.

Shutting down the DVD player

- On the DVD's front panel, press the button labeled **Stop** to stop your video.
- Press the **Open/Close** button to the right of the DVD tray.
- Remove your DVD from the tray.
- Press the **Open/Close** button again to close the tray.
- Place the DVD's remote control in the AV system's cabinet drawer.

Shutting down the control system

- On the control panel, press and hold the power button for 3 seconds.

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.

- On the control panel, press and hold the power button for 3 seconds.

Getting help from ITS

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