

Instructing in East 16

Getting Started

Turning on the Projector

- Locate the black control panel on the wall above the AV cabinet.

PWR ON	PWR OFF
LAPTOP	DVD/VCR
AUX VID	A. IMAGE
VOL ▲	VOL MUTE
	VOL ▼

- Press the button labeled **PWR ON**.
- Manually lower the classroom's screen.

Turning on the AV System Power

- Inside the AV cabinet, locate the button labeled **Power Switch**.
- Press the button so it is in the **On** position and glowing red to indicate the power is on.

Projecting from your Laptop

Selecting your Laptop

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

Projecting from your Laptop

- On the top of the AV cabinet, locate 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.
- Start up your laptop

Projecting from the VCR

Selecting the VCR

- On the control panel, press the button labeled **DVD/VCR**.

Projecting from the VCR

- Inside the AV cabinet, locate the VCR.
- Insert your videotape into the VCR.
- Use the buttons on the VCR to control your video.

Projecting from the DVD Player

Selecting the DVD Player

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

Projecting from the DVD Player

- Inside the AV cabinet, locate the DVD player.
- Insert your DVD video into the DVD player.
- Use the buttons on the DVD player to control your DVD video.

Adjusting the Volume

- To adjust the volume, use one of the following buttons:

To ..	Click on ...
Increase the volume	VOL ▲
Decrease the volume	VOL ▼
Mute	VOL MUTE

When your Class is Finished

Turning off your Laptop

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

Turning off the VCR

- Remove your videotape from the VCR.

Turning off DVD Player

- Remove your DVD from the DVD player.

Turning off the Projector

- On the control panel, press and button labeled **PWR OFF**.

Final Steps

- Manually raise the classroom's screen.

Getting Help from ITS

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