

Instructing in Eaton Hall Room 102

Getting Started

Turning on the Projector

- Locate the brown control panel on the wall.
- Press the button labeled **PWR ON**.
- Manually lower the classroom's screen.

Projecting from your Laptop

Selecting your Laptop

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

Projecting from your Laptop

- On the classroom wall, 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

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 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)
- **Training:** training@ase.tufts.edu