

Instructing in Eaton 206

Reference guide

Getting Started

- Locate the black touch screen at the front of the lectern. If the screen is blank, touch it once to turn on the system
- If the Tufts University logo appears, touch the screen a second time to turn on the system
- The projection screen will descend on its own when you turn on the projection system

Projecting from the Lectern PC

- On the **Main Menu** page, press the button labeled **Lectern PC**
- If necessary, turn on the PC by pressing the round power button on the PC's front panel. The PC can be found inside the lectern

Logging on to the PC

- Use your personal Tufts account to log on to the classroom machine
- Use the classroom account information to log in for general access

Projecting from your Laptop

- On the **Main Menu** page press the button labeled **Laptop**
- Start up your laptop
- Locate the audio/video cable and the network cable extending from the lectern's grommet
- 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
- Your laptop may need to change its display mode to sync up properly with the projector

Note: You may need to supply a VGA adapter to connect your laptop to the projection system

Projecting from the VCR

- On the **Main Menu** page press the button labeled **VCR**
- Insert your videotape into the VCR located inside the lectern's cabinet

- Use the buttons on the **VCR** page to control your video

Projecting from the DVD player

- On the **Main Menu** page press the button labeled **DVD**
- Insert your DVD into the player located inside the lectern's cabinet
- Use the buttons on the **DVD** page to control your video
- You can use the directional arrow icons to navigate within your title screen. The square icon will execute your choice. The button labeled **Menu** will take you to the title screen of your DVD

Projecting from the Document Camera

- On the **Main Menu** page press the button labeled **Doc Cam**
- Open the document camera drawer on the right side of the lectern
- Raise the camera arm and rotate the lens downward to face the base
- Press the **Power** button in the back middle area 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 depicted by a **light bulb** until the light on each lighting arm is illuminated
- To display a transparency, press the button depicted by a **light bulb** until the light in the camera's base is illuminated
- Use the buttons located around the area of the camera's lens to focus your document or to zoom in or out of a particular field

Helpful Tip

Blanking the screen

- During your presentation, you can blank the screen and leave the projector running by toggling the button labeled **Blank Screen**

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Projecting from an Auxiliary device

- Choose which type of cables you will connect to your device
 - The colored cables are for **AUX Video** connections and generally correspond to the same colors on your device
 - The blue and black cables are for **AUX S-Video** connections
- Connect the cables extending out of the grommet to your device
- Turn on the power for your auxiliary device
- Select **AUX Video** or **AUX S-Video** using the touch screen based on your connection type

Controlling Audio

Using the program or source audio

- The area labeled **Volume** on the touch screen controls audio for the selected source
- Use the buttons to raise or lower volume or mute volume temporarily by pressing **Mute** as a toggle switch

Using the microphone volume

- Press the button labeled **Mic** to set the audio focus to the lectern microphone
- The controls work identically to the source volume described above
- Press **Mic** again to set the focus back to program or source audio

When your class is finished

Shutting down the lectern PC

- From the PC's **Start** menu, press the button representing a **power icon** to shut down the PC
- Return the keyboard shelf to its stored position

Shutting down your Laptop

- Shut down your laptop
- Disconnect the audio/video and network cables from your laptop and return them to the grommet in the lectern located in the left corner

Shutting down the VCR

- On the **VCR** page, press the button labeled **Stop** to stop your video
- Remove your videotape from the VCR by pressing the eject button on the VCR and close the cabinet doors

Shutting down the DVD player

- On the **DVD** page press the button labeled **Stop**
- Remove your disc from the DVD player by pressing the eject button on the player and close the cabinet doors

Shutting down the Document Camera

- Remove your document from the camera
- Press the **Power** button to switch off the document camera
- Rotate the camera's lens 90 degrees
- Supporting the base, collapse the camera's arms so that they fold inwards and down upon the staging area
- Slide the drawer back into the lectern

Shutting down an Auxiliary device

- Power down your device
- Disconnect the audio/video cable from your device and return them to the grommet

Shutting down the Control System

- Press the button labeled **Shut Down**
- On the **Shut Down?** page, press the button labeled **Yes** to confirm that you wish to turn off the 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 **Shut Down**
- Press **Yes** to confirm that you wish to turn off the system

Getting help from ITS

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