

Using the ITS Instructional Lab @ Eaton Hall

Getting Started

Adjusting the Lights

- Locate the dimmer switches behind the instructor station.
- Move the switches up and down.

Adjusting the Instructor Station

- Feel free to wheel the station to a more comfortable position in the room.
- When adjusting the position of the instructor station, be careful of the cords because they only allow you to wheel the station a limited distance from the wall.

Turning on the Projector

- Locate the white projector keypad on the wall behind the instructor station.
- Turn on the projector by pressing the On/Off switch on the keypad.

Adjusting the Volume

- Adjust the volume of the audio output with the up and down arrow keys (volume buttons) on the keypad.
- To turn off all sound from the projector, press the mute button.
- To un-mute the projector, press mute again.

Presenting from the Instructor Station

Setting up the Instructor Station

- Turn on the PC by pressing the round power button on the PC's front panel.

Logging on to the Instructor PC

- When the Welcome to Windows window appears on the screen, simultaneously press the Ctrl, Alt, and Delete keys.
- In the box labeled **User name**, type your Tufts network account username.
- In the box labeled **Password**, type your Tufts network account password.
- Confirm that **Tufts** appears in the box labeled **Log on to**.
- Click on the button labeled **OK**.

Using the Student Station

Setting up the Student Station

- Turn on the PC by pressing the round power button on the PC's front panel.

Logging on to the Student Station

- When the Welcome to Windows window appears on the screen, simultaneously press the Ctrl, Alt, and Delete keys.
- In the box labeled **User name**, type your Tufts network account username.
- In the box labeled **Password**, type your Tufts network account password.
- Confirm that **Tufts** appears in the box labeled **Log on to**.
- Click on the button labeled **OK**.

Projecting from your laptop

Connecting your Laptop

- On the side of the instructor station, locate the video cable.
- Plug the video cable into your laptop's external monitor port.
- Locate the audio cable plugged into the black panel behind the instructor station.
- Plug the audio cable into your laptop's headphone port.

Selecting your Laptop

- Locate the switch box on the left side of the instructor station.
- Turn the knob on the switch box to **Laptop**.

Starting up your Laptop

- Start up your laptop.

When your class is finished

Shutting down the PCs

- From the **Start** menu, choose **Shut Down**.
- When the shutdown window appears, click on the down-facing arrow and choose **Shut down**.
- Click **OK**.
- Use the power button to turn off the PC.
- Please have your students shut down the student machines and check that all the machines were properly shutdown.

Turning off your Laptop

- Power down your laptop.
- Disconnect the video cable from the laptop.
- Wind up the video cable and place it near the switchbox.
- Unplug the audio cable from the headphone jack on your laptop.
- Coil the cable and place it on the floor near the black wall panel behind the instructor station.
- Turn the switch on the switchbox back to Desktop setting.

Turning off the Projector

- Hold the **On/Off** button down for 5 seconds and then release the button.
- The unit will take at least 30 seconds to power down and then another minute to complete its cooling process.

Final Steps

- Push the Instructor Station back to its original position against the wall.
- Turn off the lights from the light switches at the rear of the room.
- *There is no need to roll up the wall screen. The screen remains lowered at all times.*

Re-Activating the Alarm

- Punch the four-digit code in to the **Magnum Alert** keypad (the upper keypad) on the wall.
- Press the **On/Off** button.
- The red light should illuminate under **Armed**.

Getting Help

ITS offers you assistance with any technical problems as you prepare to teach in the ITS Instructional Lab or during your class.

- If you have a technical problem or question, please call one of the User Consultants stationed at the service desk in the **ITS Computing Center at Eaton Hall**.
- One of the User Consultants on duty will make every effort to resolve your problem, or contact an ITS staff member to help you.

Getting Help from ITS

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