

# Instructing in Halligan 106

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## Getting Started

- Locate the grey control panel on the right of the lectern
- On the left side of the control panel locate the area labeled **DISPLAY**
- Press the button labeled **ON**
- Lower the classroom's projection screen using the white flip switch labeled **SCREEN** next to the door of the room

## Local account login information

- For lecturer's lacking login information to Haligan's domain, you can log on locally using:

## Projecting from the Desktop

- Locate the desktop in the lectern
- Turn the desktop computer on
- Push the button labeled **PC** on the control panel. The image on the monitor will be mirrored on to the projection screen

## Projecting from your Laptop

- Locate the laptop audio/video and network cables on the right side of the lectern
- Plug the video connector into your laptop's external monitor port. You may need to supply an adapter
- Plug the audio connector into your laptop's headphone port
- Plug the network cable into your laptop's Ethernet jack
- Start up your laptop
- Push the button labeled **Laptop** on the control panel to project your computer

## Projecting from the VCR

- Insert your videotape into the VCR located in the lectern cabinet
- Push the button labeled **VCR** on the control panel to display your video on the projection screen
- Use the buttons to the right of the input controls to control playback of your video

## Projecting from the DVD player

- Insert your disc into the DVD player located in the lectern cabinet
- On the control panel press the button labeled **DVD**

- Use the buttons to the right of the input controls to control playback of your video
- The arrows in the **TUNER** section can be used to navigate through the title menu

## Adjusting the Volume

- Locate the area labeled **VOLUME**
- Turn the knob right to increase the volume
- Turn the knob left to decrease the volume
- An LED light will indicate the current volume for the room

## When your class is finished

### Shutting down your laptop

- Disconnect the audio/video and network cables from your laptop
- Shut down your laptop

### Shutting down the VCR or DVD player

- Stop your video and remove it from the VCR or DVD player

### Shutting down the control system

- On the control panel, locate the area labeled **DISPLAY**
- Press the button labeled **OFF**

### Final steps

- Raise the classroom screen using the flip switch
- Close the lectern doors. Do **not** turn off any power switches within the lectern
- Turn off the classroom lights

## Getting Help from ITS

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