

Instructing in Halligan 108

Getting Started

- Locate the white control panel to the left of the door
- Find the area labeled **DISPLAY**
- Press the button labeled **ON**
- Manually lower the classroom's projection screen located in the front of the classroom

Projecting from your Laptop

- Locate the laptop audio/video and network cables at the front center of the room below screen level
- 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 **PC** on the white control panel to project your computer
- If your laptop has a DVD drive, you can play DVD movies through your laptop as long as you have the projection source selected for **PC**

Projecting from an Auxiliary Source

- The room is equipped to allow projection of an external auxiliary source such as a DVD or VCR player
- Connect the audio and video cables for your auxiliary device into the wall mounted inputs located at the front center of the room below screen level
Note: You need to supply your own composite cables if you would like to hook up an auxiliary device
- The **yellow** input connects your composite video cable from your auxiliary source. Plug the other end into the video output on your device.
- The **white and red** inputs connect the left and right audio channels of your device. Plug the other end into the audio outputs of your device
- Push the button labeled **AUX VIDEO** on the white control panel to project the image from your player
- Control the playback of your device using the remote that came with your device or manually by pressing the buttons on the player

Adjusting your Image

- Push the button labeled **AUTO IMAGE** on the white control panel
- Your image will readjust itself and attempt to make it clearer

Adjusting the Volume

- Locate the area labeled **VOLUME** on the white control panel
- 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 an auxiliary device

- Disconnect the audio/video cables between your device and the wall
- Power off your auxiliary source and remove your media from the player

Shutting down the control system

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

Final steps

- Manually raise the projection screen
- Turn off the classroom lights

Getting Help from ITS

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