

Instructing in Halligan 111A & 111B

Getting Started

- Locate the grey control panel on the lectern
- Find the area labeled **DISPLAY**
- Press the button labeled **ON**
- Manually lower the classroom's projection screen located in the front of the classroom

Using the wireless microphone

- Locate the pouch inside the lectern cabinet and remove the wireless microphone
- Turn the microphone on by switching the power button to the **On** position

Projecting from your Laptop

- Locate the laptop audio/video to the left and right side of the control panel on 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 **PC** on the control panel to project your computer

Projecting from the VCR

- Insert your videotape into the VCR located in the lectern cabinet
- Press the button labeled **VCR** to project your video
- Use the buttons to the right of the control panel to play your video

Projecting from the DVD player

- Insert your disc into the DVD player located in the lectern cabinet
- Press the button labeled **DVD** on the lectern's control panel
- Use the buttons to the right of the control panel to play your video. The arrows in the **TUNER** section can be used to navigate through the title menu

Adjusting your Image

- Push the button labeled **AUTO IMAGE** on the control panel
- The projector will auto focus the image and attempt to make it clearer in the event of fuzziness

Adjusting the Volume

- Locate the area labeled **VOLUME** on the grey 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
- Return the cables to their compartments at the lectern
- 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

- Manually raise the projection screen
- Turn the wireless microphone off and return it back to its pouch in the rack by the door to the classroom
- Do **not** turn off any power switches within the lectern cabinet
- Turn off the classroom lights

Getting Help from ITS

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