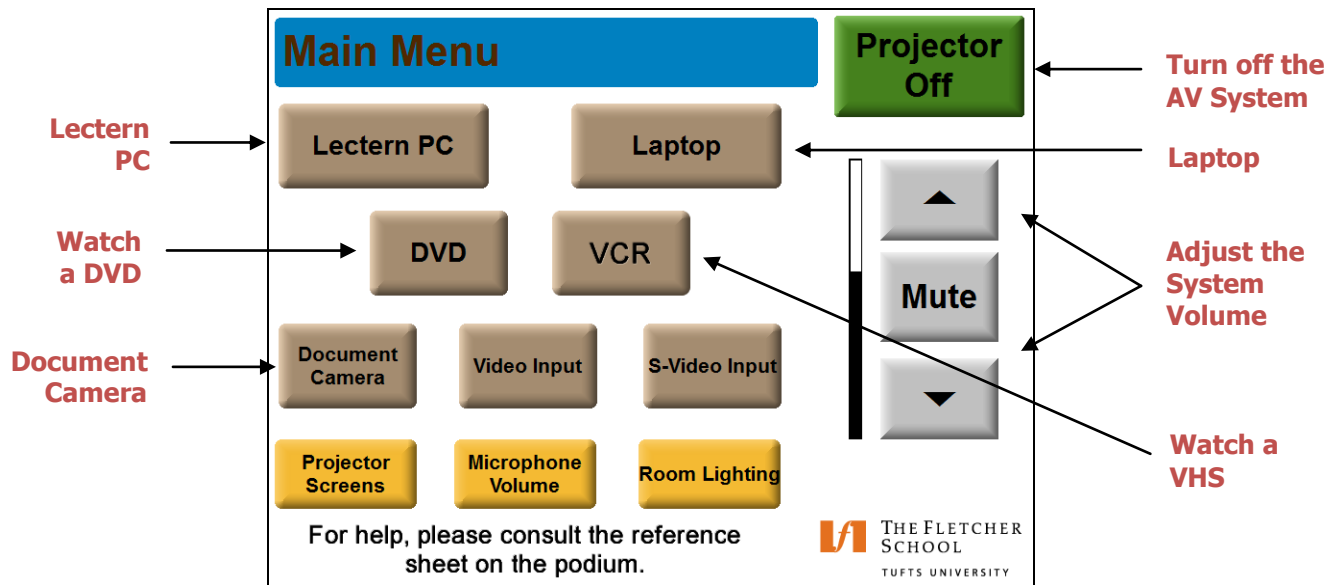


Instructing in Mugar 200

CONTROL PANEL



YOU MUST TURN ON THE COMPUTER TO VIEW THE CONTROL PANEL

Logging on to the Computer

- Log on to the Computer with your **Tufts UTLN** (to access your P-Drive), or with the classroom's username and password.

Turning on the A/V System

- Once you have logged on to the PC the Control panel will appear
- Click once to turn on the A/V system

Projecting from the Lectern PC

- Click on the button labeled **Lectern PC**

Projecting from your Laptop

- Click on the button labeled **Laptop**
- Plug the video connector into your laptop's external monitor port and plug the audio connector into the headphone port
- If necessary, adjust your laptop's video settings

Projecting from the DVD Player

- Click on the button labeled **DVD**
- Click on the buttons on the DVD page to control your video

Projecting from the VCR

- Click on the button labeled **VCR**
- Click on the buttons on the VCR page to control your video

Projecting from the Document Camera

- Click on the button labeled **Document Camera**
- Locate the Document Camera found in the drawer on the side of the podium
- Raise the camera arm and press the power button

Shutting Down the A/V System

- Press the button labeled **Projector Off**

GET HELP FROM FLETCHER – CALL DAN HURWITT AT X 7-6421 OR NOTIFY THE RECEPTION DESK
GET HELP FROM ITS – E-MAIL classroomsupport@ase.tufts.edu OR CALL x7-0ITS (7-0487)

Please remember to click on **Projector Off** at the end of your lecture!