
Instructing in Mugar 235

Reference sheet

Activating the Control System

Turning on the Slate PC

- On the bottom right side of the Slate PC, locate the button labeled **Power switch**.
- Push the **Power switch** down to turn on the Slate PC.

Logging on to the Slate PC

To log on using your Tufts network account

- In the **Log On to Windows** window, type your Tufts username in the box labeled **User name**.
- In the box labeled **Password** type in your Tufts network password.
- Click on the button labeled **OK**.

Turning on the Control System

- Once you have logged into the Slate PC the **X Panel Window** will appear with the Tufts University logo.
- If the **X Panel Window** does not appear:
 - On the desktop, double-click on the icon labeled **Mugar 235 Control**.
- Click once on the Tufts University logo to display the **Main Menu** page.
- The projector will turn on and the classroom screen will automatically lower.

Projecting from the Lectern PC

Selecting the Lectern PC

- On the **Main Menu** page, click on the button labeled **Lectern PC**.
- The **Lectern PC** page will appear in the **X Panel Window**.

Projecting from your Laptop

Selecting the Laptop

- On the **Main Menu** page, click on the button labeled **Laptop**.
- The **Laptop** page will appear in the **X Panel Window**.

Connecting the Laptop

- Using the audio/video cable:

- Plug the video connector into your laptop's external monitor port.
- Plug the audio connector into your laptop's headphone port.
- Connect the network cable to your laptop's network port.
- Start up your laptop.
- The content from your laptop will appear on the projector screen.

Projecting from the VCR

Selecting the VCR

- On the **Main Menu** page, click on the button labeled **VCR**.
- The **VCR** page will appear in the **X Panel Window**.

Projecting from the VCR

- Open the double cabinet doors at the front of the lectern.
- Insert your videotape into the VCR.
- Close the cabinet doors.
- Click on the appropriate buttons on the **VCR** page to control your video.

Projecting from the DVD player

Selecting the DVD player

- On the **Main Menu** page click on the button labeled **DVD**.
- The **DVD** page will appear in the **X Panel Window**.

Projecting from the DVD player

- Open the double cabinet doors at the front of the lectern.
- Open the DVD tray by pressing the **Open/Close** button next to the DVD player's tray.
- Place your DVD on the tray and press the **Open/Close** button again.
- Close the cabinet doors.
- Use the appropriate buttons on the **DVD** page to control your VD.

Projecting from the Document Camera

Selecting the Document Camera

- On the **Main Menu** page click on the button labeled **Document Camera**.
- The **Document Camera** page will appear on the **X Panel Control**.

Setting up the camera

- Open the document camera drawer.
- Raise the camera arm and rotate the lens downward to face the base.
- Press the **Power** button in the top left corner of the camera's base.
- Center your document on the stage area of the camera.

When your class is finished

Shutting down your Laptop

- Shut down your laptop.
- On the **Laptop** page, click on the button labeled **Main Menu**.
- Disconnect the audio/video and network cables from your laptop and coil each up.
- Place the coiled cables on the top right corner of the lectern.

Shutting down the VCR

- On the **VCR** page, click on the button labeled **Stop** to stop your video.
- Click on the button labeled **Main Menu**.
- Open the double cabinet doors at the front of the lectern to access the VCR
- Remove your videotape from the VCR and close the cabinet doors.

Shutting down the document camera

- Click on the button labeled **Main Menu**.
- Remove your document from the from the document camera.
- Press the **Power** button to switch off the document camera.
- Lock the camera arm in its folded position.
- Rotate the camera's projection arms inward.
- Close the drawer.

Shutting down the control system

- On the top right corner of the **Main Menu** page, click on the button labeled **System Off**.

- On the **System Off?** Page, click on the button labeled **Yes** to confirm that you wish to turn off the system.

Shutting down the Slate PC

Once you have shut down the control system, you can shut off the Slate PC.

- From the **Start** menu, click on the button labeled **Shut Down**.
- On the **Shut Down Windows** window that appears, click on the button labeled **OK**.

Final steps

- Confirm that the lectern doors are closed.
- Turn off the classroom lights

Before you leave...

Don't forget to turn off the AV system!

Each projector bulb costs nearly \$500, and turning off the system will extend the life of the bulb.

- On the touch screen, press **System Off**.
- Press **Yes** to confirm that you wish to turn off the system.

Getting help from ITS

- **Contact:** Lindsey Tapper
(Lindsey.tapper@tufts.edu, x76421)
She can be found in the library main office.

After class, please let us know what went wrong so we can troubleshoot it more effectively by contacting Classroom Support.

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