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# Instructing in the Murrow Room

## Reference guide

### Getting Started

- Locate the white wall-mounted Extron control panel.
- From the **Projector** area of the control panel, press the button labeled **ON**.
- Manually lower the projector screen.

### Projecting from your Laptop

- On the right side of the control panel, press the button labeled **PC**.
- Located the laptop audio/video cable.
- Using the end of the audio/video cable labeled **AV System**:
  - Plug the video connector into the port labeled **Laptop**.
  - Plug the audio connector into the port labeled **Audio**.
- Using the end of the audio/video cable labeled **Laptop**:
  - Plug the video connector into your laptop's external monitor port.
  - Plug the audio connector into your laptop's headphone port.
- Start up your laptop.

### When your class is finished

#### Shutting down your Laptop

- Shut down your laptop.
- Disconnect the audio/video cable from your laptop

#### Shutting down the control system

- From the **Projector** area of the control panel, press the button labeled **OFF**.

#### Final steps

- Raise the classroom screen.
- 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)