

Instructing in the Music 155 Classroom

Activating the Control System

Turning on the Tablet PC

- On the top left side of the Tablet PC, locate the button labeled **Power Switch**.
- Push the **Power Switch** down to turn on the Tablet 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 Tablet PC the Control Panel will appear with the Tufts Department of Music splash screen.
- If the Control Panel does not appear
 - On the desktop, double-click on the icon labeled **Music 155 Control Panel**.
- Click once on the Department of Music splash screen to display the **Main Menu** page.

Turning on the Projector

- Locate the **Projector Controls** section in the bottom left corner of the screen
- Click on the button labeled **on**.

Projecting from the Lectern PC

Selecting the Lectern PC

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

Blanking the Classroom Screen....

Don't reveal your passwords! If you are using the stylus to enter your password blank the classroom screen first!

From the **Projector Controls** area of the **Main Menu** click on the button labeled **Mute Image**.

Playing a DVD with 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**.
- Place your DVD on the tray located inside the lectern.
- Use the **WinDVD** player to control your DVD.

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 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 Window**.

Setting up the camera

- On the left side of the podium, locate the document camera.
- 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 Tablet 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

Getting Help from ITS

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