

Instructing in the Music 251 Classroom

Getting Started

- Manually lower the projector screen
- Adjust the lights and lower the blinds.

Activating the Control System

Turning on the Tablet PC

- On the top left side of the Slate PC, locate the button labeled **Power Switch**.
- Push the **Power Switch** down.

Logging on to the Tablet PC

To log on using your Tufts network account

- On the **Log On to Windows** window, type your Tufts network account username and password into the boxes labeled User name and 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 251 Control Panel**.
- Click once on the Department of Music splash screen to display the **Main Menu**.

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

- From the **Sources** area of the **Main Menu**, click on the button labeled **Computer**
- From the **Computer** area, click on the button labeled **Laptop 1**.

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**.

Projecting from Your Laptop

Selecting the Laptop

- From the **Sources** area of the **Main Menu**, click on the button labeled **Computer**.
- From the **Computer** area, click on the button labeled **Laptop 2**.

Connecting your Laptop

- Using the audio/video and network cables:
 - Plug the video connector into your laptop's external monitor port.
 - Plug the audio connector into your laptop's headphone port.
- Plug the network cable to your laptop's network port.
- Start up your laptop.

Projecting from the DVD Player

Selecting the DVD Player

- From the **Sources** area of the **Main Menu**, click on the button **DVD**.
- The **DVD** page will appear.

Projecting from the DVD Player

- In the cabinet labeled **AV Equipment** (to the right of the podium), locate the DVD player.
- Press the button labeled **Open/Close** to open the DVD tray.
- Place your DVD on the tray and press the button labeled **Open/Close** a second time.
Click on the appropriate buttons in the **DVD** area to control your DVD.

Projecting from the VCR

Selecting the VCR

- From the **Sources** area of the **Main Menu**, click on the button labeled **VCR**.
- The **VCR** page will appear.

Projecting from the VCR

- In the cabinet labeled **AV Equipment** (to the right of the podium), locate the **VCR**.
- Insert your videotape.
- Click on the appropriate buttons on the **VCR** page to control your video.

Adjusting the Volume

Adjusting the System Volume

- On the right side of the Control Panel, locate the **Program Volume** area.
- To increase the volume, click on the button up-facing arrow labeled **Up**.
- To decrease the volume, click on the down-facing arrow labeled **Dn**.

Adjusting the System Volume

- On the left side of the Control Panel, locate the **Microphone Volume** area.
- To increase the volume, click on the button up-facing arrow labeled **Up**.
- To decrease the volume, click on the down-facing arrow labeled **Dn**.

Controlling the Projector

- On the left side of the **Main Menu**, locate the **Projector Controls** area.
- To turn off the projector, click on the button labeled **OFF**.
- To blank the classroom screen, click on the button labeled **Mute Image**.
- To redisplay the classroom screen, click on the button labeled **Show Image**.

When Your Class is Finished

Shutting Down your Laptop

- Shut down your laptop.
- 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.
- Remove your videotape from the VCR.

Shutting Down the DVD Player

- On the **DVD** page, click on the button labeled **Stop** to stop your DVD.
- Remove your DVD from the DVD player.

Shutting down the control system

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

Shutting down 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**.
- From the **ITS Classroom Support** window that appears, click on the button labeled **Yes** to confirm that the control system is off.
- Confirm that **Shut Down** appears in the box labeled **What do you want the computer to do?**
- Click on the button labeled **OK**.

Final steps

- Raise the classroom screen.
- Turn off the classroom's light.

Getting Help from ITS

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