

# Instructing in the Music 271 Classroom

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## 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 271 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.

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