Instructing in the Music Recital Hall

Activating the Control System

- On the top of the podium, locate the Crestron touch screen control.
- If the screen is black, touch it once to wake up the control system.
- Touch the Tufts Music Department splash screen to view the **Main Menu**.

Setting the Environment

- From the **Main Menu**, press the button labeled **Environment**.
- From the **Environment Room Controls** page, press the button labeled **Room Setup**.

Setting the Podium's Location

- Press the button labeled **Podium Stage Right**, if it is located at stage right.
- Press the button labeled **Podium Stage Left** if it is located at stage left.

Setting the AV Stage Rack's Location

- Press the button labeled **Portable AV Rack Stage Right** it is located at stage right.
- Press the button labeled **Portable AV Rack Stage Left** if it is located at stage left.

Returning to the Main Menu

Press the button labeled **Back** to return to the **Main Menu**.

Adjusting the Lights

- From the **Main Menu**, press the button labeled **Environment**.
- From the **Environment Room Controls** page, press the button labeled **Lighting Control**.

To illuminate…	Select…
The stage	Preset 1
The entire room	Preset 6

Projecting from Your Laptop

Selecting your Laptop

- From the **Select Source** area of the **Main Menu**, press the button labeled **Computer**.
- From the **Computer** area, press the button labeled **Laptop 1 (**or **Laptop 2)**.

Connecting your Laptop

- Using the audio/video cable labeled with **Laptop 1 (**or **Laptop 2)**:
  - 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 labeled **Laptop 1** (or **Laptop 2**) into your laptop's network port.
- Start up your laptop.

Projecting from the DVD Player

Selecting the DVD Player

- From the **Select Sources** area of the **Main Menu** press the button labeled **DVD**.
- From the **DVD Select** area, press the button labeled **Stage Rack DVD**.

Projecting from the DVD Player

- In the black cabinet labeled **AV Equipment**, locate the DVD player.
- Insert your DVD into the DVD player.
- Press the appropriate buttons on the **Stage Rack** page to control your DVD.

Projecting from the VCR

Selecting the VCR

- From the **Select Source** area of the **Main Menu**, press the button labeled **VCR**.
- From the **VCR Select** area, press the button labeled **Stage Rack VCR**.

Projecting from the VCR

- In the black cabinet labeled **AV Equipment**, locate the VCR.
- Insert your videotape into the VCR.
- Press the appropriate buttons on the **Stage Rack** page to control your video.

Projecting from the CD Player

Selecting the CD Player

- From the **Select Source** area of the **Main Menu**, press the button labeled **Stage CD/Cass**.
- From the **Stage** area, press the button labeled **CD**.

Projecting from the CD Player

- Locate the **Stage Audio Rack** in the stage left control area.
- Insert your CD into the CD player.
- Press the appropriate buttons on the **Stage** page to control your CD.

Projecting from the Cassette Player

Selecting the CD Player

- From the **Select Source** area of the **Main Menu**, press the button labeled **Stage CD/Cass**.
- From the **Stage** area, press the button labeled **Cassette**.

Projecting from the Cassette Player

- Locate the **Stage Audio Rack** in the stage left control area.
- Insert your cassette into the cassette deck.
- Press the appropriate buttons on the **Stage** page to control your cassette.

Adjusting the Volume

Adjusting the Program Volume

- On the right side of the **Main Menu**, locate the **Pgm Volume** area.
- To increase the volume, press the up-facing arrow labeled **Up**.
- To decrease the volume, press the down-facing arrow labeled **Dn**.

Adjusting the Microphone Volume

- On the right side of the **Main Menu**, locate the **Mic Volume** area.
- To increase the volume, press the up-facing arrow labeled **Up**.
- To decrease the volume, press the down-facing arrow labeled **Dn**.

Controlling the Projector

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

Shutting Down the DVD Player

- On the **Stage Rack** page, press the button labeled **Stop** to stop your video.
- Remove your DVD from the DVD player and close the cabinet doors.

Shutting Down the VCR

- On the **Stage Rack** page, click on the button labeled **Stop** to stop your video.
- Remove your videotape from the VCR and close the cabinet doors.

Shutting Down the CD Player

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

Shutting Down the Cassette Deck

- On the **Stage** page, click on the button labeled **Stop** to stop your cassette.
- Remove your cassette from the cassette deck.

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**.

Getting Help from ITS

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