
Instructing in Olin 012

Reference sheet

Activating the Control System

Turning on the Slate PC

- On the top left side of the Slate PC, locate the button labeled **Power switch**.
- Push the **Power switch** down to turn on the Slate 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 Slate PC the **X Panel Window** will appear with the Tufts University splash screen.
- If the **X Panel Window** does not appear
 - On the desktop, double-click on the icon labeled **Olin 012 Control**.
- Click once on the Tufts University logo to display the **Main Menu** page.
- The projector will turn on and the classroom screen will automatically lower.

Projecting from the Lectern PC

Selecting the Lectern PC

- On the **Main Menu** page, click on the button labeled **Lectern PC**.
- The **Lectern PC** page will appear.

Blank the classroom screen....

Don't reveal your passwords! If you are presenting from the Slate PC and have to type in a password, blank the classroom screen first.

- On the **Lectern PC** page, click on the button labeled **Blank Screen**.

Projecting from your Laptop

- In the right corner of the lectern's desktop, locate the audio/video cable and the network cable.
- 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.
- On the **Main Menu** page press the button labeled **Laptop/Doc Cam**.
- The content from your laptop will appear on the classroom's screen, and the **Laptop** page will appear on the touch screen.

Projecting from the Normal VCR

Selecting the VCR

- On the **Main Menu** page, click on the button labeled **Normal VHS**.
- The **VCR** page will appear.

Projecting from the VCR

- To the right of the podium (when standing at it) open the close door labeled **AV Equipment**.
- Insert your videotape into the **VCR**.
- Close the closet door.
- Click on the appropriate buttons on the **VCR** page to control your video.

Projecting from the Multi-Std VCR

Selecting the Multi-Std VCR

- On the **Main Menu** page, click on the button labeled **Multi-Std VHS**.
- The **Multi-Std VCR** page will appear.

Projecting from the VCR

- To the right of the podium (when standing at it) open the closet door labeled **AV Equipment**.
- Insert your videotape into the **Multi-Std VCR**.
- Close the closet door.
- Click on the appropriate buttons on the **Multi-Std VCR** page to control your video.

Projecting from the 3/4" VCR

Selecting the 3/4" VCR

- On the **Main Menu** page, click on the button labeled **3/4" VCR**.
- The **3/4" VCR** page will appear.

Projecting from the 3/4" VCR

- To the right of the podium (when standing at it) open the closet door labeled **AV Equipment**.
- On the top right corner locate the button labeled **Power**.
- Push the button up to select **On**.
- On the bottom left corner of the 3/4" VCR locate the switch labeled **System Select**.
- Press the button up to select **NTSC**.
- Insert your videotape into the 3/4" VCR.
- Close the closet door.
- Click on the appropriate buttons on the **VCR** page to control your video.

Projecting from the DVD player

Selecting the DVD player

- On the **Main Menu** page click on the button labeled **DVD**.
- The **DVD** page will appear.

Projecting from the DVD player

- To the right of the podium (while standing at it) open the closet door labeled **AV Equipment**.
- Open the DVD tray by pressing the **Open/Close** button next to the DVD tray.
- Place your DVD on the tray and press the **Open/Close** button again.
- Close the cabinet door.
- Use the appropriate buttons on the **DVD** page to control your DVD.

Projecting from the Laserdisc Player

Selecting the Laserdisc

- On the **Main Menu** page click on the button labeled **LD**.
- The **Laserdisc** page will appear.

Projecting from the Laserdisc

- To the right of the podium (while standing at it) open the closet door labeled **AV Equipment**.
- Open the Laserdisc tray by pressing the orange **Eject** button on the bottom right corner of the Laserdisc player.
- Place your laserdisc on the tray and press the **Eject** button again.
- Close the cabinet door.
- Use the appropriate buttons on the **Laserdisc** page to control your laserdisc.

Projecting from the TV

- On the **Main Menu** page press the button labeled **TV**.
- To change the channel:
 - Locate the numbered keypad.
 - Enter the number of the channel you wish to display
 - Press the button labeled **Enter**.

When your class is finished

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**.
- To the right of the podium (while standing at it) open the closet door labeled **AV Equipment**.
- Remove your videotape from the VCR and close the cabinet door.

Shutting down the Multi-Std VCR

- On the **Multi-Std VCR** page, click on the button labeled **Stop** to stop your video.
- Click on the button labeled **Main Menu**.
- To the right of the podium (while standing at it) open the closet door labeled **AV Equipment**.
- Remove your videotape from the Multi-Std VCR and close the cabinet door.

Shutting down the ¾" VCR

- On the ¾" **VCR** page, click on the button labeled **Stop** to stop your video.
- Click on the button labeled **Main Menu**.
- To the right of the podium (while standing at it) open the closet door labeled **AV Equipment**.
- Remove your videotape from the ¾" VCR and close the cabinet door.

Shutting down the Laserdisc Player

- On the **Laserdisc** page, click on the button labeled **Stop** to stop your laserdisc.
- Click on the button labeled **Main Menu**.
- To the right of the podium (while standing at it) open the closet door labeled **AV Equipment**.
- Remove your laserdisc from the Laserdisc player and close the cabinet door.

Shutting down the TV

- On the **TV** page press the button labeled **Main Menu**.

Shutting down your Laptop

- Shut down your laptop.
- Press 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 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 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**.

Final steps

- Confirm that the lectern doors are closed.
- 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 **Main Menu** page, click on the button labeled **System Off**.
- Click on the button labeled **Yes** to confirm that you wish to turn off the system.

Getting help from ITS

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