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# Instructing in Pearson 106

## 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 the cart's network account*

- The **Log On to Windows** window will appear.
- In the box labeled **User name**, type the classroom's Tufts network account username.
- In the box labeled **Password**, type the classroom's Tufts network account password.
- For the classroom's network account username and password, please see the reference sheet located on the Lectern.
- Click the button labeled **OK**.

*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 logo.
- If the **X Panel Window** does not appear
  - On the desktop, double-click on the icon labeled **Pearson 106 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 in the **X Panel Window**.

#### 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**.

### 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.

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