

# Instructing in Robinson 253

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## Getting Started

- Locate the white control panel on the wall at the front of the classroom
- On the left side of the control panel locate the area labeled **DISPLAY**
- Press the button labeled **ON**
- Manually lower the classroom's screen

## Using the wireless microphone

- Locate the pouch in the rack by the door and remove the wireless microphone
- Turn the microphone on by switching the power button to the **On** position

## Projecting from the Desktop

- Locate the desktop in the rack by the door of the room.
- Turn the desktop computer on
- On the right side of the panel press the button labeled **PC** until the button LED lights up **GREEN**

## Projecting from your Laptop

- Locate the laptop audio/video cables under the control panel at the front of the classroom
- Plug the video connector into your laptop's external monitor port. You may need to supply an adapter
- Plug the audio connector into your laptop's headphone port
- If you wish to use the internet on your laptop:
  - Plug the network cable into your laptop and into the wall-mounted data jack located near the front of the room
- Start up your laptop
- On the right side of the control panel press the button labeled **PC** until the button LED lights up **RED**

## Projecting from the Auxiliary Port

- Locate the auxiliary box below the control panel
- Plug the video portion (yellow color) of your auxiliary cable into the port labeled **VIDEO**
- Plug the audio portions (red and white colors) of your auxiliary cable into the port labeled **AUDIO**
- On the right side of the control panel press the button labeled **AUX VIDEO**
- Use your device to control the sound and video manually

## Projecting from the VCR

- Insert your videotape into the VCR located in the rack by the door of the classroom
- Use the buttons below the white control panel to play your video

- On the right side of the control panel press the button labeled **VCR**

## Projecting from the DVD player

- Insert your disc into the DVD player located in the rack by the door of the classroom
- On the right side of the control panel press the button labeled **DVD**
- Use the buttons below the white control panel to play your video. The arrows in the **TUNER** section can be used to navigate through the title menu

## Adjusting the Volume

- Locate the area labeled **VOLUME**
- Turn the knob right to increase the volume
- Turn the knob left to decrease the volume
- An LED light will indicate the current volume for the room

## When your class is finished

### Shutting down your laptop

- Disconnect the audio/video and network cables from your laptop
- Shut down your laptop

### Shutting down the VCR or DVD player

- Stop your video and remove it from the VCR or DVD player

### Shutting down the control system

- On the control panel, locate the area labeled **DISPLAY**
- Press the button labeled **OFF**

### Final steps

- Raise the classroom screen
- Turn the wireless microphone off and return it back to its pouch in the rack by the door to the classroom
- Turn off the classroom lights

## Getting Help from ITS

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