

Instructing in the Science & Technology Center Room 134

Turning on the Projector

- Locate the remote control.
- Turn on the projector.

Projecting from a Laptop

Selecting the Laptop

- Using the remote control, change the input of the projector.

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.
- Plug the network cable into your laptop's network port.
- Start up your laptop.

Projecting from the Document Camera

Selecting the Document Camera

- Using the remote control, change the input of the projector.

Projecting from the Document Camera

- Press the **Power** button in the bottom left corner of the camera's base.
- Place your document onto the camera's base.

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 Document Camera

- Remove your document from the document camera.
- Press the **Power** button to switch off the document camera.

Shutting Down the Projector

- Using the remote control, power off the projector.

Turn Off the AV System

Each projector bulb costs nearly \$500, and turning off the system will extend the bulb's life.

- 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)