

# Instructing in Terrace Room

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## Getting Started

- Locate the touch screen at the front of the lectern. If the screen is blank, turn it on by pushing down the power switch in the top left corner of the tablet
- Once the Tufts University logo appears, touch the screen a second time

## Using the wired microphone

- The microphone turns on automatically when you turn on the audio visual system. The pop you hear is normal and lets you know that the microphone is active

## General Projection Tips

- You can blank the projection screen from any source by tapping the **Img Mute** button on the source page  
*Note: This will not turn off the projector. Simply tap the **Img Mute** button again to redisplay your image*
- You can return to the **Main Menu** from within any source by tapping the **Return** button
- Tap the **Return** button to go back to the prior menu
- The projection screen will descend from the ceiling when the first input source is selected from the main menu. The screen will stay down until the system is powered off or the screen is programmed to recess by user input
- To raise or lower the screen, locate the **Screen** button in the top right corner of the touch screen
  - Select **Screen UP** to raise the screen
  - Select **Screen DN** to lower the screen

## Projecting from the Tablet PC

### Setting up the PC

- Using the supplied stylus on the tablet PC, tap the screen to wake up the machine  
*Note: If the machine is off, locate the power switch on the top left corner of the tablet and push it down once*

## Selecting the Tablet PC

- On the **Main Menu** page, press the button labeled **Desktop**
- The **Desktop** page will appear on the touch screen. Your display on the tablet is now mirrored on to the projection screen

## Projecting from your Laptop

- In the right compartment of the lectern, locate the audio/video cable and the network cable.
- 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.
- Connect the network cable to your laptop's Ethernet jack
- Start up your laptop
- On the **Main Menu** page of the tablet PC press the button labeled **Front Laptop**
- The **Laptop** page will appear on the touch screen and your image will be projected

## Projecting from the VCR

- Insert your videotape into the VCR located in the cabinet below the lectern
- Use the buttons on the **VCR** page to control your video
- On the **Main Menu** page press the button labeled **VCR**. The **VCR** page will appear on the touch screen and the video will be projected

## Projecting from the DVD player

- Insert your DVD into the DVD player located in the cabinet below the lectern
- Use the buttons on the **DVD** page to control your DVD
- Use the directional arrows to navigate through the title menu of the DVD
- On the **Main Menu** page press the button labeled **DVD Player**. The **DVD** page will be appear on the touch screen and the video will be projected

## Projecting from the Document Camera

- Press the **Power** button in the lower left corner of the camera's base
- Press the release button on the camera's arm to raise and lower it. Carefully swing the side lights up
- On the **Main Menu** page of the tablet PC press the button labeled **Document Cam**. The **Document Camera** page will appear on the touch screen and your document will be projected onto the screen

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## Projecting from the Auxiliary Port

- Locate the auxiliary cables in the right compartment of the lectern
- Plug the video portion of the auxiliary cable into the **VIDEO** input of your device
- Plug the audio portions of the auxiliary cable into the **AUDIO** inputs of your device
- On the **Main Menu** page of the tablet, press the button labeled **AUX VIDEO**
- Use your device to control the projection manually

## Adjusting the Volume

### For Any Source

- Adjust the volume of the selected source by raising or lowering the **Program Volume** area on the right side of the panel
- Adjust the volume of your microphone by raising or lowering the **Mic Volume** area on the right side of the panel
- Mute the microphone or your selected source by tapping the **Mute Off** button
- Tap the **Mute Off** button again to regain audio sound

## When your class is finished

### Shutting down the control system

- On the top right corner of the program menu, tap the graphic button representing **Power**
- On the **System Off?** Page, tap the button labeled **Yes** to confirm that you wish to turn off the system
- You will hear the pop again signaling that the microphone is now off

### Logging off the tablet PC

- Follow the directions for shutting down the control system
- From the tablet's **Start** button, choose **Log Off**

### Shutting down your Laptop

- Disconnect the audio/video and network cables from your laptop and coil each up
- Place the coiled cables back into the compartment on the lectern
- Shut down your laptop

### Shutting down the VCR

- On the **VCR** page, press the button labeled **Stop** to stop your video
- 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 DVD player

- On the **DVD** page press the button labeled **Stop** to stop your DVD
- Open the double cabinet doors at the front of the lectern to access the DVD player
- Remove the disk from the DVD player by pressing the **Open/Close** button
- Close the cabinet doors

### Shutting down the document camera

- Remove your document from the from the document camera
- Press the **Power** button to switch off the document camera
- Carefully return the lamps and camera to their folded positions and slide the device into its stored location

## Final steps

- Confirm that the lectern doors are closed
- Please do **not** turn off any switches within the lectern cabinet
- Ensure that the tablet PC has been logged off and that the control system is off and no longer projecting an image
- 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 touch screen, press the graphical icon representing **Power**
- Press **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)