Cruft 309 AV Instructions

1. At the Instructor desk at the front of the room, connect the VGA (video) or MiniDisplayPort adapter, and audio cable to your computer.

2. Press the black AV system touch panel on the wall behind the podium. You will see the Veritas logo, then press the panel again.

3. On the menu screen, press the “Lectern Laptop” button. The projection screen will descend from the ceiling & the projector will power on. The projector may take up to 2 minutes to warm up to display an image.

4. Audio volume from the computer is controlled by both the on computer controls and the up/down arrows under “Program Audio Level” on the right side of the AV touch panel.

5. You can control the room lights, window screens and shades by pressing the “Room Controls” button on the right side of the touch panel.

Press “System Shutdown” button to turn off the system

If you have any problems, contact Rich McGirr at 617-496-5049 or the Helpdesk in MD Room 109

**Please remember to Exit the AV system to turn off the equipment**