**SELECT A SOURCE TO TURN ON THE MEDIA SYSTEM:**

1. Touch the screen to activate. Choose **COMPUTERS** or **DVD/VCR** along the bottom of the control panel.
2. **COMPUTER**: Select your source (Wall Input/Rack Input, etc.). Connect your laptop using either the VGA or HDMI cable provided.
3. **DVD/VCR**: Insert your DVD or VHS tape into the combo player in the A/V cabinet.
4. Lower the manual projection screen.
5. *Note: VGA and HDMI cables are provided in the rack drawer in the A/V cabinet. There is also a backup VGA and HDMI input available in the rack.*

**ADJUST VOLUME:**

1. Touch VOLUME button, then use the “Volume Up/Down” buttons to adjust the level.
2. Be sure that “Volume Mute” is not highlighted.
3. *NOTE: This controls volume for Computer Audio, DVD & VHS sources. Remember to check volume on your laptop.*

**TURN OFF THE SYSTEM AFTER USE:**

1. Touch the POWER button on the bottom right.
2. When asked, confirm that you want to turn the system off.
3. Return the projection screen to the raised position.
4. *NOTE: During this 2 minute cool down process, system restart cannot occur.*

**QUESTIONS OR EQUIPMENT PROBLEMS?:**

1. For immediate assistance, please call CTS at (617) 353-3227.
2. Send an email to classrooms@bu.edu to report equipment issues.