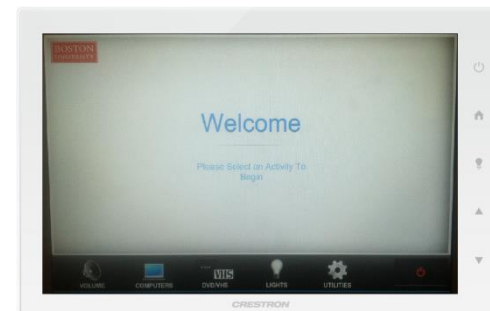


1

SELECT A SOURCE TO TURN ON THE MEDIA SYSTEM:

- Touch the screen twice to activate. Choose **COMPUTERS** or **DVD/VHS** along the bottom
- **COMPUTERS**: Select your source (Wall Laptop 4/Room PC 1, etc.), then select on which display you would like to project your source. If applicable, connect your laptop using either the VGA or HDMI cable provided
- *NOTE: There are many available sources. Please swipe to the left to see all options.*
- **DVD/VHS**: Insert your DVD or VHS tape into the combo player in the A/V Closet
- Projection screen will lower automatically during 30-second system warm-up
- *NOTE: The input directly below the control panel is "Wall Laptop 4." To send other sources to different displays, repeat the procedure detailed above. VGA and HDMI cables are located on the windowsill near the control panel or in the drawer in the AV Closet*



3


ADJUST VOLUME & LIGHTING:

- **VOLUME**: Select VOLUME on the bottom left of control panel
- Be sure that "Program Mute" or "Speech Mute" are not highlighted red
NOTE: Program Volume controls Computer and DVD/VHS audio. Remember to check the volume on your laptop. Speech Volume controls wireless lavalier microphone
- **LIGHTING**: Select LIGHTS on the bottom of the control panel
- Select the appropriate lighting preset for the media you are using



4

TURN OFF THE SYSTEM AFTER USE:

- Press the **POWER** button on the bottom right of the control panel 
- When asked, confirm that you want to turn the system off
- The projection screen will return to the raised position
NOTE: During this 2 minute cool down process, system restart cannot occur



5

QUESTIONS OR EQUIPMENT PROBLEMS?:

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