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SELECT A SOURCE TO TURN ON THE MEDIA SYSTEM:

- Touch the screen twice to activate. Choose **COMPUTERS** or **DVD** along the bottom
- **COMPUTERS:** Select your input (Room PC/Lectern Laptop, etc.)
- **DVD:** Insert your DVD into the Blu-ray player in the teaching station cabinet
- Screen will lower automatically during 30-second system warm-up
- If applicable, connect your laptop with one of the cables on the desk
- *Note: VGA and HDMI cables are located in the drawer in the teaching station cabinet*



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ADJUST VOLUME & LIGHTING:

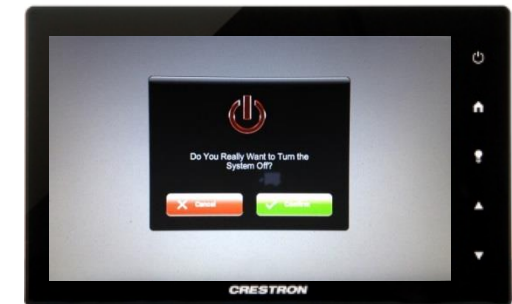
- **VOLUME:** Select VOLUME on the bottom left of control panel
- Be sure that “Program Mute” is not highlighted
- *NOTE: Program Volume controls Computer and DVD audio. Remember to check the volume on your laptop. Speech Volume controls the podium & wireless lavalier/handheld microphones.*
- **LIGHTING:** Select LIGHTS on the bottom right of control panel
- Select the appropriate lighting preset for the media you are using



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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*



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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