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### SELECT A SOURCE & TURN ON THE MEDIA SYSTEM:

- Touch the screen to activate. Press the **COMPUTER** tab
- Press a source button (Table HDMI, Table VGA, etc.)
- Electric screen will lower automatically as the system turns on
- Connect your laptop with one of the cables on the desk
- *Note: VGA and HDMI cables are mounted to the teaching table*

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- Select RACK HDMI from the **COMPUTER** tab to use the DVD/VCR (the remote control for the combo player is attached to the player with Velcro)

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### ADJUST VOLUME:

- To adjust the Program Volume level, use the Up and Down arrows on the bottom right of the control panel
- Be sure that MUTE is not highlighted

*NOTE: This controls volume from ALL sources only. Remember to check the volume on your laptop.*

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### TURN OFF THE SYSTEM AFTER USE:

- Press the **SYSTEM POWER** tab on the top 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](mailto:classrooms@bu.edu) to report equipment issues

