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SELECT A SOURCE TO TURN ON THE MEDIA SYSTEM:

- Touch the screen to activate. Choose **COMPUTERS** or **DVD/VCR** along the bottom of the control panel
- **COMPUTER:** Select your source (Wall Input/Rack Input, etc.). Connect your laptop using either the VGA or HDMI cable provided
- **DVD/VCR:** Insert your DVD or VHS tape into the combo player in the A/V cabinet
- Lower the manual projection screen
- *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.*



3

ADJUST VOLUME:


- Touch VOLUME button, then use the “Volume Up/Down” buttons to adjust the level.
- Be sure that “Volume Mute” is not highlighted

NOTE: This controls volume for Computer Audio, DVD & VHS sources. Remember to check volume on your laptop.



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TURN OFF THE SYSTEM AFTER USE:

- Touch the POWER button on the bottom right. 
- When asked, confirm that you want to turn the system off.
- Return the projection screen 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

