

1 **TURN ON THE MEDIA SYSTEM & SELECT SOURCE:**

- Touch the screen to activate.
- Press the button along the bottom that states “**Please touch here to start your presentation**”. The projector will turn on and the electric projection screen will lower automatically.
- Choose **COMPUTER SOURCE** or **DVD/VCR** along the bottom of the control panel.
- **COMPUTERS:** Select your source (more options are available by swiping to the left). Select **DESKTOP** to use the built-in computer. To utilize the VGA Cable on top of the teaching station, select the **FLOORBOX VGA** option. To connect wirelessly, select the **AirMedia** option (follow the instructions on the screen).
- **DVD/VCR:** Insert your DVD or VHS tape into the combo player in the A/V cabinet.
- *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 the volume on your laptop.*



4 **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.
- The electric projection screen will automatically 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 LETS at (617) 353-3227
- Send an email to classrooms@bu.edu to report equipment issues

