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### 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 and follow the instructions on the screen. If using the built-in computer, select your desired environment (OS X or Windows) when prompted. Please allow up to **30 seconds** for the Mac Mini to switch between environments.
- **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.*



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### 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.*



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

