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TURN ON THE MEDIA SYSTEM & SELECT SOURCE:

- Touch the Crestron control panel screen to activate. Press the button along the bottom that states “**Please touch here to start your presentation**”. Both Sharp monitors will power on and warm up
- 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 either Wall VGA input, select WALL PLATE ONE or WALL PLATE TWO, depending on where you have connected. To connect wirelessly, select the AirMedia option and follow the instructions on the screen
- **DVD/VCR:** Insert your DVD or VHS tape into the combo player in the A/V cabinet
- *NOTE: The two monitors in this classroom can display two sources independently. To utilize this function, select the “Room Conf” option from the Utilities menu and check the “Room Separated” box. To use the whiteboard feature on the interactive display select “Whiteboard” from the utilities menu. The flatscreen monitor in the back of the room is capable of displaying all inputs and can be controlled via the analog panel there.*

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ADJUST VOLUME:

- Touch VOLUME button, then use the “Volume Up/Down” buttons to adjust the levels of each Sharp monitor.
- 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 Sharp monitors will automatically turn off.

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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 to report equipment issues

