

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. Lower the manual projection screen.
- 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 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. Media can be controlled directly from the control panel (no remote control is necessary)
- *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.*



2


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.*



3

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.
 - Please return the manual projection screen to the raised position.
- NOTE: During this brief 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 to report equipment issues

