

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 power up and turn on. Please lower the manual or electric projection screen.
- Choose **COMPUTER SOURCE** or **DVD BLU-RAY** along the bottom of the control panel
- **COMPUTERS:** Select your source. Select DESKTOP to use the built-in computer. To connect wirelessly, select the AirMedia option and follow the instructions on the projection screen. Connect via the Wall or Rack Interface to use your own laptop.
- **DVD BLU RAY:** Insert your standard or Blu-ray DVD into the Sony Blu-ray 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.*

2



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 both Computer Audio and DVD sources. Please 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.
  - Please return the projection screen to the raised position
- NOTE: The installed laser projector takes a few seconds to cool down, after which system restart can occur*

5

### 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

