

1

TURN ON THE MEDIA SYSTEM:

- Press the **POWER** button, then **ON**
- Status bar will progress while system warms up
- Lower the projection screen (may be manual or electric)

2

SELECT A SOURCE:

- Press a source button (**RACK/COMP/DVD/VCR**, etc.)
- Select **COMP** to use built-in computer.
- If using a laptop, be sure to choose (Wall or Rack) **VGA** or (Wall or Rack) **HDMI** depending on how you connected.

NOTE: VGA cables can be found in the rack drawer located in the cabinet or black box

3

ADJUST VOLUME:

- Press **VOLUME** button, then use **ARROWS** up/down
- Be sure that **MUTE** is not highlighted

NOTE: This controls volume from ALL sources. Remember to check volume on your laptop

4

TURN OFF THE SYSTEM AFTER USE:

- Press the **POWER** button, then **OFF**
- Status bar will progress while system cools down
- Return the projection screen to the raised position

NOTE: During this two minute cool down process, system restart cannot occur

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QUESTIONS OR EQUIPMENT PROBLEMS?:

- For immediate assistance, please call CTS at (617) 353-3227
- Send an email to classrooms@bu.edu to report equipment issues

