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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(s) will turn on and the electric projection screen(s) 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 or HDMI Cable on the podium, select either Podium VGA or Podium HDMI. 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: There is also a Wall VGA/HDMI input available at the front of the classroom below the white board.*



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### ADJUST VOLUME:

- Touch **VOLUME** button, then use the “Volume Up/Down” buttons to adjust the Program, Podium or Wireless audio levels.
  - Be sure that “Volume Mute” is not highlighted
- NOTE: Program volume controls levels 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(s) will automatically return 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](mailto:classrooms@bu.edu) to report equipment issues

