

Appendix A

Operation Instructions for 121 Bay State (OSW 916) 90" Mobile Display

NOTE: Mobile display will remain in Bay State Room for all events unless specifically requested to be removed. Only LETS can remove the display, and a \$75.00 fee will apply for this service.

Power ON Display:

Step 1: Locate the control panel on the side of the display

Step 2: Press the POWER button to power ON



Connect Source to Display:

Step 1: Place your laptop near the display or ensure that your computer is located close enough to reach the HDMI or VGA cable.

Step 2: On the back of the display unit, you will find the HDMI and VGA cables.

To Connect Via HDMI:

Step 1: Plug HDMI cable into HDMI input socket on the side of laptop

****Some laptops may require mini display to HDMI adapter****

Step 2: Select HDMI1 on the display by pressing the INPUT button on the side of the display. Keep pressing INPUT until you reach the desired input. Your computer will blink as it receives information from the display about the format needed in order to accept video. Once completed, your computer will appear on the screen.



To Connect Via VGA:

Step 1: Plug VGA cable into VGA input on the side or back of laptop

Step 2: Connect the 3.5mm stereo audio cable into headphone jack of laptop

Step 3: Select PC IN on the display by pressing the INPUT button on the side of the display. Keep pressing INPUT until you reach the desired input. Your computer will blink as it receives information from the display about the format needed in order to accept video. Once completed, your computer will appear on the screen.



To Connect Via Computer

Step 1: Select HDMI2 on the display by pressing the INPUT button on the side of the display. Keep pressing INPUT until you reach the desired input.

Step 2: Follow the on screen instructions to connect to the AirMedia

Shutdown:

Step 1: Press the POWER button on the side of the display to power OFF

Step 2: Disconnect HDMI or VGA cables from computer and neatly store cables on the back of display

NOTE: Adaptors will be available at the front desk of 121 Bay State Road if needed. If you need additional equipment beyond the mobile display or want assistance with using the mobile display, please contact confps@bu.edu. Charges will apply for additional equipment and technical assistance.