SELECT A SOURCE TO TURN ON THE MEDIA SYSTEM:

1. Touch the screen twice to activate. Choose COMPUTERS or DVD along the bottom
2. COMPUTERS: Select your input (Room PC/Lectern Laptop, etc.)
3. DVD: Insert your DVD into the Blu-ray player in the teaching station cabinet
4. Screen will lower automatically during 30-second system warm-up
5. If applicable, connect your laptop with one of the cables on the desk
6. Note: VGA and HDMI cables are located in the drawer in the teaching station cabinet

ADJUST VOLUME & LIGHTING:

1. VOLUME: Select VOLUME on the bottom left of control panel
2. Be sure that “Program Mute” is not highlighted
   NOTE: Program Volume controls Computer and DVD audio. Remember to check the volume on your laptop. Speech Volume controls the podium & wireless lavaliere/handheld microphones.
3. LIGHTING: Select LIGHTS on the bottom right of control panel
4. Select the appropriate lighting preset for the media you are using

TURN OFF THE SYSTEM AFTER USE:

1. Press the POWER button on the bottom right of the control panel
2. When asked, confirm that you want to turn the system off
3. The projection screen will return to the raised position
   NOTE: During this 2 minute cool down process, system restart cannot occur

QUESTIONS OR EQUIPMENT PROBLEMS?:

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