**TURN ON THE MEDIA SYSTEM:**
1. Press the DISPLAY POWER button
2. Green indicator light will flash while system warms up
3. Lower the projection screen.

**SELECT A SOURCE:**
1. Press a source button (VCR/DVD/LAPTOP, etc.)
2. Selection will remain illuminated
3. Connect laptop or insert necessary media (DVD/VHS, etc.)

**COMPUTER:** To use the built-in computer, please push the **Computer** button.

**ADJUST VOLUME:**
1. Turn VOLUME knob to raise or lower speaker volume

**NOTE:** The volume knob controls both computer audio and DVD/VHS audio, depending on which source you have selected. The MAX/MIN volume light will flash when applicable.

**TURN OFF THE SYSTEM AFTER USE:**
1. Press and hold the DISPLAY POWER button for 3 seconds
2. Green indicator light will flash while system cools down
3. Return the projection screen to the raised position

**NOTE:** During this three 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