SELECT A SOURCE TO TURN ON THE MEDIA SYSTEM:

1. Touch the screen to activate. Choose **COMPUTERS** or **DVD/VCR** along the bottom of the control panel.
   - **COMPUTER**: Select your source (Podium Computer/Wall Input, etc.). If applicable, connect your laptop using either the VGA or HDMI cable provided.

2. **DVD/VCR**: Insert your DVD or VHS tape into the combo player in the A/V cabinet.
   - Lower the manual projection screen.
   - *Note*: VGA and HDMI cables are provided in the rack drawer in the A/V cabinet. There is also a backup VGA and HDMI input available in the rack.

ADJUST VOLUME:

3. Touch VOLUME button, then use the “Volume Up/Down” buttons to adjust the level.
   - Be sure that “Volume Mute” is not highlighted.

   *NOTE*: This controls volume for Computer Audio, DVD & VHS sources. Remember to check volume on your laptop.

TURN OFF THE SYSTEM AFTER USE:

4. Touch the POWER button on the bottom right.
   - When asked, confirm that you want to turn the system off.
   - Return the projection screen to the raised position.

   *NOTE*: During this 2 minute cool down process, system restart cannot occur.

QUESTIONS OR EQUIPMENT PROBLEMS?:

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