

## 1 TURN ON THE MEDIA SYSTEM:

- **Touch the screen to activate.** Press the **POWER** button
- Press the **ON** button. System takes about 30 seconds to warm-up (progress bar will appear)
- Projection screen should automatically lower when system is turned on

## 2 SELECT A SOURCE:

- Press either **PODIUM**, **DVD** or **VCR** tab
- Select a source (PC (built-in), LAPT (your own laptop), DVI, etc.)
- Connect laptop or insert necessary media (DVD/VHS, etc.)

*NOTE: VGA cables can be found in the rack drawer located in the podium.*

## 3 ADJUST VOLUME:

- Press the **VOLUME** button. Adjust speech and program volume level using the volume UP/DOWN arrows
- Be sure that **MUTE** is not highlighted

*NOTE: Speech Volume is all microphones. Program Volume is PC/Laptop/DVD/VCR volume*

## 4 TURN OFF THE SYSTEM AFTER USE:

- Press the **POWER** button
- Press the **OFF** button. System cool-down progress bar will appear
- Projection screen will return to raised position.

*NOTE: During this 1.5 minute cool down process, system restart cannot occur*

## 5 QUESTIONS OR EQUIPMENT PROBLEMS?:

- 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

