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### TURN ON THE MEDIA SYSTEM:

- Press the **POWER** button, then **POWER ON**
- Lower the electric projection screen (may lower automatically)

2

### SELECT A SOURCE:

- Press a source button (**Laptop, DVD, etc.**)
- Connect laptop or insert necessary media (DVD/VHS, etc.)
- If using a laptop, be sure to choose Laptop (VGA) or HDMI depending on how you connected.
- *NOTE: VGA, HDMI, Ethernet and Auxiliary Video cables are located on the top of the podium.*

3

### ADJUST VOLUME:

- Press **VOLUME** button, then use **ARROWS** up/down
- Be sure that **MUTE** is not highlighted

*NOTE: This controls volume from ALL sources. Remember to check volume on your laptop. The Podium Microphone can be muted by pushing the **MIC** button on the control panel and selecting "Microphone Off"*

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### TURN OFF THE SYSTEM AFTER USE:

- Press the **POWER** button, then **POWER OFF**
  - Return the projection screen to the raised position
- NOTE: During this 2 minute cool down process, system restart cannot occur*

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### 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

