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TURN ON THE MEDIA SYSTEM:

- **Touch the screen to activate.** Press the **SYSTEM POWER** tab
- Press the ON button. System warm-up progress bar will appear
- Lower the electric projection screen

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SELECT A SOURCE:

- **To use the Podium Computer:** Select “Stage Apron” & “VGA” from the **COMPUTER SOURCES** tab. Make sure that **BLUE** VGA cable is connected at the stage apron input.
- **To use your own laptop:** Select “Stage Apron” & either “VGA” or “HDMI” from the **COMPUTER SOURCES** tab, depending on how you would like to connect. Make sure that the **RED** VGA & HDMI cables are connected at the stage apron input.
- **To show a DVD or VHS Tape:** Select the DVD/VCR tab. Combo DVD Player/VCR is located in booth. Media can be controlled from the control panel (using DVD/VCR tab)

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ADJUST VOLUME:

- **Adjust VOLUME level using the volume UP/DOWN arrows**
- Be sure that MUTE is not highlighted

NOTE: Speech Volume controls the volume of the wireless microphones. Program Volume controls volume of Computer Audio, DVD & VCR. Remember to check volume on your laptop

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TURN OFF THE SYSTEM AFTER USE:

- **Press the SYSTEM POWER tab**
- Select OFF. When asked, confirm that you want to turn the system off
- Return the projection screen to the raised position

NOTE: During this 3 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 to report equipment issues

