



1 TURN ON THE MEDIA SYSTEM:

- Press the screen anywhere.
- Press the “Computers” tab to use a laptop.
- The screen will lower, and the projector will warm up.

2 SELECT A SOURCE:

- Select the “Guest Laptop” source.
- Connect laptop or insert necessary media (DVD/VHS, etc.)
- If using a laptop, be sure to use the “Guest” VGA cable.
- Select the “Video” tab to use DVD or VHS media.

3 ADJUST VOLUME:

- Use the VOLUME control buttons (Microphone/Program), press the ARROWS up/down to adjust desired level.
- Be sure that MUTE is not highlighted

NOTE: Remember to check volume on your laptop

4 TURN OFF THE SYSTEM AFTER USE:

- Press the “System Off” tab
- When asked, confirm you would like to turn the system off.
- Status bar will progress while system cools down.

NOTE: During this 2 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 to report equipment issues