

1

TURN ON THE MEDIA SYSTEM:

- Press the **POWER** button, then **ON**
- Status bar will progress while system warms up
- Lower the electric projection screen

2

SELECT A SOURCE:

- Press a **source button** (**PODIUM VGA/DVD/VCR, etc.**)
- Connect laptop or insert necessary media (DVD/VHS, etc.)
- **PC:** To use the built-in computer, please push the **PC** button

NOTE: VGA cable can be found 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

4

TURN OFF THE SYSTEM AFTER USE:

- Press the **POWER** button, then **OFF**
- Status bar will progress while system cools down
- Return the projection screen to the raised position

NOTE: During this 90 second 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

