

1

## SELECT A SOURCE TO TURN ON THE MEDIA SYSTEM:

- Touch the screen to activate. Choose either the **LECTERN** or **VIDEO** tab along the top of the control panel.
- **LECTERN**: Select your input (Laptop VGA/Laptop HDMI, etc.)  
*Note: Select Sympodium to use the built-in computer.*
- **VIDEO**: Select DVD or VCR from the menu. Insert DVD or VHS tape into the combo player located in the top of the podium cabinet.
- Select which projectors to display to (Left, Right or Dual)
- Screen(s) will lower automatically during 40-second system warm-up
- If applicable, connect your laptop with one of the cables on the podium  
*Note: VGA and HDMI cables are located in the drawer in the podium.*

3

## ADJUST VOLUME & LIGHTING:

- **VOLUME**: Control volume using arrows on the right of the control panel
- Be sure that “Mute” is not highlighted  
*NOTE: Program Volume controls Computer, VHS & DVD audio. Remember to check the volume on your laptop. Speech Volume controls the podium & wireless lavalier/handheld microphones.*
- **LIGHTING**: Select LIGHTS on the bottom right of control panel
- Select the appropriate lighting preset for the media you are using

4

## TURN OFF THE SYSTEM AFTER USE:

- Press the **SYSTEM OFF** tab on the top right of the control panel
- When asked, confirm that you want to turn the system off
- The projection screen(s) will return to the raised position  
*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](mailto:classrooms@bu.edu) to report equipment issues

