

1

TURN ON THE MEDIA SYSTEM:

- Press the **POWER** button, then **ON**
- Status bar will progress while system warms up
- Projection screen will lower automatically

2

SELECT A SOURCE:

- Press a **source button (PODIUM/HDMI/APPLE TV, etc.)**
- Select **PODIUM** to use built-in computer.
- If using a laptop, be sure to choose **VGA** or **HDMI** depending on how you connected.

NOTE: VGA and HDMI cables are hung on the inside of podium door.

3

ADJUST VOLUME & LIGHTING:

- Press **VOLUME** button, then use **ARROWS** up/down
- Be sure that **MUTE** is not highlighted
- Press **LIGHTS** button, use **presets** or **individual controls** for lighting banks

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
- Projection screen will automatically retract

NOTE: During this two minute cool down process, system restart cannot occur

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QUESTIONS OR EQUIPMENT PROBLEMS?:

- For immediate assistance, please call SMG-ITS at (617) 353-9858
- Send an email to classrooms@bu.edu to report equipment issues

