

1

TURN ON THE MEDIA SYSTEM:

- Quickly press the ON/OFF button twice
- The red light above the button will flash while system warms up
- Lower all chalkboards. Image projects on white projection wall

2

SELECT A SOURCE:

- Press a source button (VGA or HDMI)
- Selection will remain illuminated
- Connect laptop using appropriate (VGA or HDMI) cable, located on the top of the podium.

NOTE: Please contact LETS if you would like to project a DVD or VHS tape.

3

ADJUST VOLUME:

- Use Volume Up & Down buttons to raise or lower speaker volume
- Press the MUTE button to mute the program audio

NOTE: Volume level controls both Computer and DVD/VHS program audio. Please ensure that your laptop volume is not muted and, if using VGA, that the 1/8" audio cable is plugged into your laptop.

4

TURN OFF THE SYSTEM AFTER USE:

- Press and hold the ON/OFF button for 3 seconds
- The red light above the button will flash while system cools down
- *NOTE: During this shut down process, system restart cannot occur.*

5

QUESTIONS OR EQUIPMENT PROBLEMS?:

- For immediate assistance, please call LETS at (617) 353-3227
- Send an email to classrooms@bu.edu to report equipment issues

