

1

### TURN ON THE MEDIA SYSTEM:

- Touch the screen to activate
- Press the button along the bottom that states “Please touch here to start your presentation”.

2

### SELECT A SOURCE:

- Select your source (Podium, Present Wi-Fi, Blue-ray or Cable TV)
- Connect laptop with one of the cables on the podium
- **DVD:** Insert your DVD into the Blu-ray player in the A/V closet
- *Note: Contact LETS for assistance with Blue-ray player*

3

### ADJUST VOLUME:

- Press **VOLUME** button, then use Volume up/down
- Be sure that MUTE is not highlighted  
*NOTE: Program Volume controls Computer and DVD audio. Remember to check the volume on your laptop. Speech Volume controls the podium & wireless lavalier/handheld microphones*

4

### TURN OFF THE SYSTEM AFTER USE:

- Press the **POWER** button, then **OFF**
- Status bar will progress while system cools down

5

### QUESTIONS OR EQUIPMENT PROBLEMS?:

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

