

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 or insert necessary media (DVD)
- DVD: Insert your DVD into the Blu-ray player in the A/V closet-

3 ADJUST VOLUME:

- Press VOLUME button, then use Volume 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 two minute cool down process, system restart cannot occur

5 QUESTIONS OR EQUIPMENT PROBLEMS?:

- For immediate assistance, please call GSU Operations Office, located in the Stone Lobby on the 2nd floor: (617) 353-5498.

