## Boston University
### QUICK-START OPERATION INSTRUCTIONS: COLLOQUIUM ROOM PHO-906

**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 (Lectern Laptop, Present Wi-Fi 1, or Present Wi-Fi 2)**
- Connect laptop with one of the cables on the podium
- Select which projector to display to (Left or Right)

**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 lavaliere/handheld microphones*



**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 LETS at (617) 353-3227**
- Send an email to classrooms@bu.edu to report equipment issues