

**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 2<sup>nd</sup> floor: (617) 353-5498.

