

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 lavalier/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

