1. Unlock Cabinets.

Orientation & Start Up Procedures
Unlock the Cabinet doors.

A) Reset by turning counterclockwise.
B) Release.
C) Press first two numbers at the same time.
D) Press third number.
E) Turn clockwise. Open Cabinet.

If you don’t know the combination or if you can’t get in, contact Tech Help by using the Help Phone on the Podium.

Note: The following are directions on how to use the combination not the combination itself.
2. Turn on Computer by pushing power switch.
Right Cabinet

Leave Main Power Switch in “On” Position at all times.

Do Not Adjust or Turn Off

Orientation & Start-Up Procedures
3. Turn on Sympodium Monitor
Alternative Start-Up Instructions

There are Alternative Push Button Switches on the podiums which will allow you to turn the projector On or Off & assign input from the various sources. NOTE: You cannot control the actual functioning of the piece of equipment like you can with the on-line controls. That has to be done manually.

Push Button Control Pad

The Alternative Switches Can be used if you don’t want to use the PC or in case of a Network failure. They allow you to use the Smart Podium equipment without the computer control panel.

Orientation & Start-Up Procedures

You can turn on the A/V Equipment by pushing the “On” button on the Control Pad. This turns on the Projector and turns on power to the rest of the A/V sources other than the PC.

Push one of the source buttons to assign a specific piece of equipment to both Projectors.
Note: Control of these pieces of equipment can be done through the Podium Control on the computer.
After the PC boots up the Novell Client Login Window will appear.

Enter your Novell Username & Password. Click OK to continue to the Main Windows Start Menu.

Workstation can be used if the network has gone down or if your Novell login won’t work. You **will not** be able to access your network Faculty or Student drives.
Crestron Digital Remote Control

Control of all the Smart Classroom equipment in this room is now handled digitally thru the Computer with the use of the Crestron Digital Controller. This remote, programmable unit does away with the need for hand held remotes. The procedures for use are as follows:

1. Double Click on the “Podium Control” icon.

2. Click on “Click Here To Start Both Projectors” to turn on the Projectors.

This is the screen that appears with the Crestron Control “X-Panel.”
Podium Control Instructions

This window will appear.

Start-Up Procedures

When the projector is ready you will see the X-Panel control on the next page.

Count Down Timer.

It takes 80 seconds for the Projector to warm up and be ready to use the Podium Controls.

The system is initializing

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When the projectors are ready they default to the PC input & you see this window.

3. To choose the source you wish to project, single click on a Source Button.

You only have to click on one set of buttons to get the source on both projectors in the Combined mode.

One of the windows on the following pages will open and be projected on the screen.
Podium Control Instructions

Document Camera “Qumo”

4. Use the control buttons by single clicking on the one you want.

You may control the Doc Cam from the PC Monitor or from the units own Control Panel. This will not cause any problems.
When you click on the “DVD” Button a new X-Panel window for the DVD controls appears.

You can control all the functions of the DVD player from this Panel. Check the next page for more details.
Podium Control Instructions

DVD Player

- Opens DVD Menu
- Used to Navigate around Menu.
- Turns Player “On & Off”
- Turns Closed Captioning “On & Off”
- Opens door to DVD Drive.
- Click to return to original Control Panel.

Crestron Control Panels
Click on the CC Button to turn ON Closed Caption.
If you wish to use your Laptop, connect the Laptop Cables from the Podium to your unit and follow the instructions on how to set up a remote monitor in your computer's manual.

Click on the “Laptop” Source Button in the Control Panel.
Laptop Setup

Note: You cannot use your laptop to control the projector.

Connect network cable. An IP address will be automatically assigned.

Connect VGA cable

Connect audio cable to headphone output

Power up the laptop. Click the Laptop button on the Podium Control on the desktop monitor or press “LAP” on the button box.

You may need to press Fn + F3, F5, or F8, etc, to turn on the laptop VGA output, depending on the laptop model.
If you wish to have different sources shown on each projector, click on the “Combine/Separate” Button at the bottom right of each X-Panel Control Screen & assign a source to each projector.
The volume control for each component is located on its own Control Panel.

When the “Mute” button is engaged the sound on that piece of equipment will turn off. The “Mute” button will turn Yellow when engaged.
Podium Control Instructions

Blank Screen Function

If the “Show” Button is engaged there will be an image on the projection screen.

If the “Blank” Button is engaged there will not be an image on the projection screen but the projector will still be on.

Crestron Control Panels
Podium Control Instructions

1. To turn off the projector and other equipment Single Click on the “All Off” Button on the bottom center of the Control Panel.

   This window will appear.

2. Click “Yes” and the systems shuts off. Click “No” and it returns to the previous screen.

Crestron Control Panels
Podium Control Instructions

3. After you have shut down the system, you cannot restart it until the cooling down panel disappears.

You do not have to wait for this screen to count down before logging off.
Podium Control Instructions

4. At this point you can chose to either Logoff or Shut Down the PC. Logoff is the preferred procedure if there is a class after yours. If yours is the last class of the day you should Shut Down the PC.

To Logoff double click on Icon

To Shut Down open Start Menu , click on Shut Down and select Shut Down on menu box and click OK.
Alternative Start-Up Instructions

There are Alternative Push Button Switches on the podiums which will allow you to turn the projector On or Off & assign input from the various sources. NOTE: You **can not** control the actual functioning of the piece of equipment like you can with the on-line controls. That has to be done manually.

**Push Button Control Pad**

The Alternative Switches Can be used if you don’t want to use the PC or in case of a Network failure. They allow you to use the Smart Podium equipment without the computer control panel.

You can turn on the A/V Equipment by pushing the “On” button on the Control Pad. This turns on the Projector and turns on power to the rest of the A/V sources other than the PC.

Push one of the source buttons to assign a specific piece of equipment to both Projectors.

**Orientation & Start-Up Procedures**
Note: Control of these pieces of equipment can be done through the Podium Control on the computer.
Shut-Down Procedures


5. Turn off monitor