1. Unlock Cabinet.

2. Turn on Monitor Power.

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.
3. Turn on the Computer by pushing the Power Switch. This will also automatically turn on the power to the other A/V equipment.

**Note:** The equipment in the cabinet may not look exactly the same or be in the same positions. It will function the same.
Note: Control of these pieces of equipment can be done through the Podium Control on the computer.

- Document Camera
- LCD Projector
- VHS VCR/DVD Player
- Orientation
Start-Up Procedure

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 only” can be used if the network has gone down or if your Novell login does not work. You will not be able to access your network Faculty or Student drives.

If you don’t know your username or password, contact the ITS Help Desk at 753-8100.

Login Procedure
Podium Control

Control of the audiovisual equipment is done through the computer Podium Control.

1. Double Click on the Podium Control icon.

This is the screen that appears with the Podium Control.

2. Click on anywhere on the picture to turn on the projector.

Start-Up Procedure
Podium Control Instructions

This window will appear.

When the projector is ready you will see the window on the next page.

Count Down Timer.

It takes 40 - 80 seconds for the projector to warm up and be ready to use the Podium Control, depending on the model of projector.

Start-Up Procedure
Podium Control Instructions

The projector defaults to showing the computer

**Note:** When not in use the Control Panel can be minimized. If closed, it will reopen in the same configuration as before.

3. To choose the source you wish to project, single click on a Source Button.
There are “button boxes” on the podia which will allow you to turn the projector on or off, select sources, and adjust volume.

NOTE: Playing a DVD or VHS tape, and adjusting the document camera are done manually if not using the Podium Control panel on the computer.

NOTE: The button box is handy if you do not want to use the computer in the podium, or in case of a computer failure.

Also, you can warm up the projector while the computer is booting up.

Turn on the audiovisual equipment by pressing **ON/OFF** on the button box
This turns on the projector and turns on power to the rest of the podium equipment.
Podium Control Instructions

You can control the document camera from the Podium Control or from the unit’s own control panel.

Equipment Control Buttons.

You may need to turn on the power switch on the document camera.

Podium Control Panel
Podium Control Instructions

When you click on the **DVD** Button, a new window for the DVD controls appears.

You can control all the functions of the DVD player. See the next page for more details.
Podium Control Instructions

DVD Player Controls

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

VCR Projection

Equipment Control Buttons.

Click on the CC Button to turn on Closed Caption.
If you wish to use your laptop, connect the laptop cables on the podium to your laptop and follow the instructions on how to set up a remote monitor in your computer’s manual. (Usually **Fn + F3, F5, F7, or F8.**) Click on the Laptop source button on 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.
The volume control is located on the left of the Control Panel.

When the Mute button is engaged the sound will turn off. The Mute button will flash when engaged.

Click and hold on the Up or Down arrow to Raise or Lower the volume.
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 remain on.

Podium Control Panel
Podium Control Instructions

1. To turn off the projector and other equipment, click on the **Projector Off** button in the bottom center of the Control Panel.

2. Click **Yes** and the system shuts off. Click **No** and the system returns to the previous screen.
3. After you have shut down the system, you cannot restart it until the cooling down panel disappears.
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.

Shut-Down Procedures