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Cabinet Locks

Note: The following are directions on how to use the combination, not the combination itself.

Unlock the Cabinet doors.
A) Reset by turning latch counterclockwise, and release.
C) Press first two numbers at the same time.
D) Press third number.
E) Turn latch clockwise. Open Cabinet.

If you don’t know the combination or if you can’t get in, contact technical support by using the Help Phone on the Podium. (See p. 27-28)
Inside of Desk Type Instructor Station Cabinets

If you will be using the podium computer, press the power switch to start the computer if not already on. If not using the computer, see p. 18 for details on using the push button control box.

**NOTE:** Equipment is arranged differently in each type of podium.

**Orientation**
Podium Operation

Turn on Monitor power.
If the previous user logged off, the computer may have defaulted to this screen, or the screen on the next page.

Press CTRL + ALT + DELETE or use the Windows Security button to log on.
Type in your Username and Password, then click on the arrow or press Enter. This will take you to the Windows desktop. *If you don’t know your username or password, contact the ITS Help Desk at 753-8100*
Podium Operation

The Windows Desktop

Icons for programs, web browsers, etc.

Food, Drinks and Cell Phone usage are prohibited in the computer labs and Smart Classrooms.

SMART Monitor Toolbar (p. 26)

Logging In
Podium Operation

Control of the audiovisual equipment is through the Podium Control on the computer, or with the button box on the desk (see p. 18).

1. Double Click on the "Podium Control" icon.

2. Click on "Click Here To Start " to turn on the Projector.

The window below opens
It takes about a minute for the projector to warm up.

Projector Warmup

This window will appear

Computer Podium Control
Podium Computer (PC)

The projector defaults to the PC

Use the source buttons to choose what to view on the projection screen.

If the projected image does not fill the screen, or part of the image is cut off, click Adjust Image

The Aspect button allows choosing widescreen or 4:3 formats if needed
The microphone, if present, is muted by default

Mute turns off sound for the selected source. Flashes when muted.

The volume up/down buttons control volume of the selected source, and the microphone(s) if present.

Mute Mic turns off sound for the microphone(s). Flashes when muted. Button is not present if there is no microphone in the room.
Document Camera Controls

Buttons will vary depending on the document camera (p. 22)

- Freeze button allows projected image to be frozen on screen while media on Doc Cam is changed. Click button again to project new media.
- Rotates the image 90 or 180 degrees with each click.

Computer Podium Control
DVD/VCR Controls

Buttons vary depending on the video deck installed

- Turn deck on or off
- Show elapsed time, current chapter, etc.
- Select between DVD and VCR functions
- Closed Captioning
NIU Wireless is available in all Provost smart classrooms (see p.25)

**Laptop Control**

Click on the appropriate Laptop source button to display the laptop on the projection screen.

Select Laptop/VGA if your laptop or portable device has a VGA video output.

Select Laptop/HDMI if your device has an HDMI video output.

Laptop video and audio cables. See p. 23 – 24 for details

Computer Podium Control
Click the Blank Screen button to blank the image on the projection screen without turning off the projector.

Click the Show Screen button to return the image to the projection screen.
Podium Operation

Press the ON/OFF button, which turns on the projector and podium equipment, except the PC and monitor. The button lights flash while the projector warms up. When the lights stop flashing, you can select a source to view.

NOTE: You must operate the document camera and video deck manually.

Push Button Box

The push button box can be used if you are not using the PC, or in case of a computer failure.

Press the LAP, or Laptop button, once for the VGA laptop connection, twice for the HDMI connection. The light is solid for VGA, and flashes for HDMI.

A/V Mute blanks and unblanks the screen without turning off the projector. Flashes when screen is blanked.
To turn off the projector and AV equipment, click the “Projector Off” button on the bottom of the control panel.

Click “Yes” and the system shuts off. Click “No” and the system returns to the previous screen.
After you have shut down the system, you cannot restart it until the projector finishes cooling down.
Please do not shut down the computer

To log off, click the Windows button, click on the arrow, and select “Log off“
Document Cameras

There are various models of document cameras in smart classrooms across campus. All models allow you to zoom, focus, and adjust lighting to view text, and flat or 3D objects. A rotate button allows you to choose the best orientation for viewing, and you can freeze an image on screen while you prepare different media. Operate the camera from the Podium Control, or with the buttons on the camera.
Laptop/Portable Device Connectivity

**Podium Connections**

To activate VGA video output, press Fn + F# on the laptop

**Laptop Connections**

- Connect VGA cable directly to laptop VGA port
- Connect HDMI cable directly to laptop HDMI port
- Instructor-supplied Mini DVI to VGA adapter
- Instructor-supplied Mini DisplayPort to VGA adapter
- Instructor-supplied DisplayPort to HDMI adapter
- Thunderbolt VGA
- HDMI

**CONNECTING TO THE DISPLAY**
If your laptop has a VGA connection, or you are using an adapter to convert to VGA video:
Connect the audio cable that is bundled with the podium VGA cable to the laptop headphone jack

If your laptop has an HDMI connection, or you are using an adapter to convert to HDMI:
A. If the podium HDMI cable has an audio cable bundled to it, connect it to the laptop headphone jack

B. If the podium HDMI cable does not have an audio cable bundled to it, audio is provided via the HDMI connection
NIU Wireless is available in all classrooms. If you have previously connected to NIU Wireless, your laptop or portable device should automatically connect in Provost smart classrooms.

If you have trouble connecting to NIU wireless, pick up the help phone. A technician can come and verify the wireless network is or is not working, and submit a trouble ticket to the ITS helpdesk if NIU wireless is not working.

If NIU wireless is working and you are still unable to connect, you can bring your device to TS114 for assistance.
SMART Interactive Monitor

There are SMART interactive monitors in all Provost smart classrooms. These allow you to highlight and annotate on presentations and documents, and save the annotations as part of the file. These features are accessed by buttons on the front panel of the monitor, or from the SMART floating toolbar on the Windows desktop.

The powerful SMART Notebook software allows you to create or import presentations, or use the monitor as an unlimited, save-able virtual whiteboard. The “shade” feature allows you to reveal only a portion of the document. In addition, there is a large library of tools and premade objects customized for many subjects.

See the SMART Interactive Monitor User Guide for more information.
Technical Support

Media Services provides technical support from 8 AM until 8:40 PM Monday – Thursday, and 8 AM until 6 PM on Friday when semesters are in session.

If you pick up the help phone at the instructor station, it will automatically dial the technician responsible for that room. We are here to serve you, so please feel free to call us if you have any problems or questions. We can solve many issues over the phone, and can be at the room in a short time if we cannot solve your problem over the phone.

If there are issues with room conditions, phones not working, etc., we can submit trouble tickets to the appropriate entity.

If you have special needs, or for further information, please call the Smart Classroom Support Supervisor at 753-6681, or visit the Media Services smart classroom webpage at: http://www.media.niu.edu/media/smart_classrooms/index.shtml
Media Services has training available on smart classroom equipment usage. Prior to each semester, open-ended seminars are available on two days. You can come and go whenever is convenient. The full presentation, including hands-on practice, may take up to ½ hour. These seminars are posted on NIU Today, and the Media Services website in advance of the seminar dates.

Media Services can also arrange one-on-one training, as well as departmental and student training if you would like your students to present in the classroom. Visit the Media Services website at http://www.media.niu.edu/media/smart_classrooms/index.shtml for a complete list of Provost smart classrooms, technician contact and other information.
FOR CLASSES IN WIRTZ & MCMURRY HALL: Room keys are available from the College of Health and Human Sciences in Wirtz Hall 227. You will be assigned a key for the semester and it is your responsibility to make sure the room and instructor station cabinets are locked when your class is over.

Some instructor stations have key locks - use the room key to unlock.
Types Of Instructor Station

- Document Camera is inside pullout drawer. (p. 16, 24)
- SMART Monitor (p. 28)
- Tech Help Phone (p. 29-30)
- Laptop cables (p. 18, 25-26)
- Keyboard, mouse and push button control box in pullout drawer. (See p.20 for details on the push button box)

Use room key to open cabinet doors and drawers.

Orientation
Types Of Instructor Station

1. Unlock Cabinet Doors (p. 6)

SMART Monitor (p. 28)

Document Camera (p. 16, 24)

Laptop cables (p. 18, 25-26)

Push Button Control Box (p. 20)

Cabinet Lock
Types Of Instructor Station

Orientation

½ Desk Type Instructor Station

SMART Monitor (p. 28)

Document Camera

Tech Help Phone (p. 29-30)

Cabinet Lock