1. Unlock Cabinets.
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.
2. Turn on Computer by pushing Power Button.

Leave Main Power Switch in “On” Position at all times.
3. Turn on Monitor power.

4. Make sure Document Camera is on.

Start-Up Procedures
5. Open A/V cabinet with key from Podium.

Key for A/V Cabinet hung inside right Podium door.

Note: Both Cabinet & Amplifier switches should be Left in On Position.

Leave Main Power Switch at bottom of Cabinet in “On” position at all times.

Leave Amp power switch in “On” position at all times.

Amplifier
Audio Controls
DVD/VCR Deck
Cassette Player
CD Player

Orientation & Start-Up Procedures
Note: Control of all the functions of these pieces of equipment is now thru the Digital Control Panel on the Computer.
Audio Volume

Turn these knobs to control volume.

CD Player Sound  Cassette Sound  VCR Sound  Computer Sound

Power-Up Procedures - Controls
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.

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

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

At this point you have two choices. See the next page.
Podium Control Instructions

You can either turn on the Projector or turn on the Audio equipment only.

2. Left click on “Click here to start” and both the Projector & Audio equipment will turn on.

3. Left click on “Audio Only” to turn on the Audio equipment if not using video.

NOTE: Clicking here also turns on all the other equipment.
If you start the Projector this window will appear.

Count Down Timer.

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

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

Start-Up Procedures
Podium Control Instructions

When the projector is ready it defaults to the **PC** input & you see this window.

**Control Buttons**
These DO NOT send a picture to the Projector

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

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

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

Document Camera “ELMO”

You may control the Elmo from the PC Monitor or from the unit's own Control Panel. This will not cause any problems.

You may need to turn on the Power switch on the Elmo.

Equipment Control Buttons.

Crestron Control Panels
Podium Control Instructions

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

Turns Player “On & Off”

Turns Closed Captioning “On & Off”

Opens door to DVD Drive.

Click to return to original Control Panel.

Crestron Control Panels
Podium Control Instructions

VCR

Equipment Control Buttons.

Click on the CC Button to turn ON Closed Caption.

Crestron Control Panels
Podium Control Instructions

Laptop Controls

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 computers manual.

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

Blank Screen Function

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

Crestron Control Panels

If the Blank Screen “Show” Button is engaged there will be an image on the projection screen.
Podium Control Instructions

The Cassette Player is **Not** a Projector Source.

The VCR/DVD(CD) Deck is a Video source but can be used as an Audio source only.

Turn on the Cassette Player manually with the Power Button on the unit. Open the cassette door and insert tape.

If you click on “audio only” this screen will appear.

Click on the “Tape” Icon and the Controls will appear. *See next page.*
Podium Control Instructions

Volume Control

Don’t forget that volume control for all sources is handled from the audio panel in the wall cabinet.

Crestron Control Panels
Podium Control Instructions

CD Player

Turn on the CD Player manually with the Power Button on the unit. Then use the CD Controls to play the disc.

Crestron Control Panels
Podium Control Instructions

1. To turn off the projector and other equipment Single Click on the “Projector Off” Button on 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.

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

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

Shut-Down Procedures
5. Close & A/V Cabinet with Key from Podium. Replace Key on Podium door.

6. Turn off Computer Monitor.