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.

**Note:** The following are directions on how to use the combination **not** the combination itself.
2. Turn on the Podium Main Power Switch.

3. Turn on Computer by pushing power button.

4. Turn on Monitor by pushing power button.
Closed Captioning for DVD (Subtitles) Operation

After choosing the Media Player & having the DVD start, Right Click anywhere on the screen and the Menu Box will appear.

Click on “Subtitles” then click on The language you want the subtitles to appear in.

The Menu Box will disappear & the subtitles will appear at the Bottom of the screen in the appropriate language.

If any problems are encountered use the Tech Help Phone.

Power-Up Procedures - Controls
DO NOT ATTEMPT TO ADJUST
Document Camera

Camera Head

Upper Lights

Power Switch

Object Stage and Back Light

Note: Control of all the functions of this piece of equipment is now thru the Digital Control Panel on the Computer.

Orientation
VHS VCR & AUDIO CONTROL AMP

Note: Control of all the functions of these pieces of equipment, including Closed Captioning for the VCR, is now thru the Digital Control Panel on the Computer.
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:

5. Type in Username and Password then click on OK. This will take you to the Windows Start Menu.

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

6. Double Click on “Podium Control” icon.
This window will appear.

7. Single Click anywhere on this image to start the system.
This window will appear.

Power-Up Procedures
When the projector is ready it defaults to the PC input & you see this window.

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

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

9. Use the control buttons that appear on the left side of the Control Panel by single clicking on the one you want. These buttons appear for each piece of equipment depending on what is in the room.

Equipment Control Buttons.

Closed Captioning for the VCR is Controlled by this Button.

Closed Captioning defaults to “ON”. Click on the CC Button to turn Off.

Power-Up Procedures--Controls
Podium Control Instructions

You may need to turn on the Power switch on the Elmo. See page 6.
10. Sound volume for all components is adjusted on the Control Panel.
Podium Control Instructions

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

This window will appear.

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

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

Shut Down Procedures
3. Log Off or Shutdown PC using Windows Menu.

4. Turn off the Podium Main Power Switch.

5. Close and Lock the Podium doors.