Orientation & Start-Up Procedures

1. Unlock Cabinets.

Alternative Push Button Control Box.

Document Camera

Cabinet Locks

1. Unlock Cabinets.

Tech Help Phone

Symposium Computer Monitor
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.
**Right Cabinet**

- **Orientation & Start-Up Procedures**

**Left Cabinet**

**Note:** The equipment in the cabinet may not look exactly the same or be in the same positions. It will function the same.

1. **DVD/VCR Deck**
2. **Audio Cassette Deck**
3. **Amplifier**

**Right Cabinet**

1. **Computer (PC)**
2. **CD/DVD Drive**
3. **Power Switch**
4. **USB Ports**

**Orientation & Start-Up Procedures**

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

**Left Cabinet**

- **Do Not Adjust or Turn Off.**

**Right Cabinet**

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

4. Make sure Document Camera Power Switch is turned on. Switch on top upper right.
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.

You can turn on the A/V Equipment by pushing the “On/Off” 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.

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
Note: Control of all the functions of these pieces of equipment is now thru the Digital Control Panel 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.

*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.

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

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

This window will appear.

Count Down Timer.
It takes 90 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.

3. 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.

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

Crestron Control Panels
Podium Control Instructions

You may control the Elmo from the PC Monitor or from the units 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

DVD Player

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**

- Opens DVD Menu
- Used to Navigate around Menu.
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 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.
The volume control for each component is located on its' Control Panel.

Volume Control

Click and Hold on the Up or Down Arrow to Raise or Lower the Volume.

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

Crestron Control Panels
Podium Control Instructions

Blank Screen Function

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

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
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.

This window will appear.

2. Click “Yes” and the system shuts off.
   - Click “No” and the system returns to the previous screen.

Shut-Down Procedures
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. Turn Off Monitor Power Switch.