You must have a key to open the Podium doors. Keys are available from Kathy King with the College of Health and Human Sciences in room 227 Wirtz Hall. You will be assigned a key for the semester and it is your responsibility to make sure the Podium is locked when your class is over.
1. Unlock Cabinets.
2. Slide-out Keyboard Drawer.

Raise Arms into position.

Orientation & Start-Up Procedures
4. Turn on the Computer by pushing the Power Switch. This will also automatically turn on the power to the other A/V equipment.
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.

Orientation & Start-Up Procedures

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.
5. Turn on Monitor.
6. Turn on Document Camera. Power switch on top upper right.
Note: Control of all the functions of these pieces of equipment now thru the Digital Control Panel on the Computer.
Start-Up Procedures

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.
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

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

Start-Up Procedures

This window will appear.

It takes 40 to 60 Seconds for the Projector to warm up and be ready to use the Podium Controls.
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.
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
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.

Opens DVD Menu

Used to Navigate around Menu.

Crestron Control Panels
Podium Control Instructions

VCR

Click on the CC Button to turn ON Closed Caption.

Equipment Control Buttons.
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.
Podium Control Instructions

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.
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. Button will flash as a reminder.

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
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.
5. Turn off Monitor.

6. Fold down arms & slide drawer in.

7. Close and lock all Cabinet doors.