

## Podium Equipment for Room 102, 206, 210, 215 and 218

### Access to Podium

The podium key is required to access the podiums in the classrooms. A key may be checked out from the Dean's office through Joyce Chandler.

Opening the front podium door provides access to the PC, VCR. **Caution:** Do not open the rear of the podium and disturb any of the wiring or equipment. This may result in the equipment being inoperable for the next presenter.

### Projector Startup

#### Turning on the Projector:

Press the "Room" button located on the right button pad once. The projector will come on, and the output will be switched to the PC.

### Lower or Raise the Projection Screen

The screen toggle controls are located on the left side of the caulk/marker board. After the screen is operated, there is a 10 second delay before the screen can be operated again. **IMPORTANT:** *To prevent damage or malfunction of the screen, do not touch the screen while it is in motion. Also, do not place anything in the eraser tray directly below the screen.*

**ROOM 102 EXCEPTION:** To lower or raise the screen, the controls are on the podium keypad. On the left button pad, press the "SCREEN", and the "Screen ▲" or "Screen ▼" button.

### Using the Podium PC

The podium is equipped with a network connected PC. To access the PC, enter your Novell user ID and Password. The first time that you log into the PC, it may take a few minutes to build your user profile. Your personal home drive (H:) and the "W:" drives are accessible when you log in. See the list of equipment and loaded software on the [I.T. Support web page](#). The PC can be controlled by the attached keyboard, or by the wireless keyboard and touchpad located in the document camera drawer. As a preventative maintenance measure, the PC's are wiped clean of any files and programs not initially installed by the I.T. Coordinator at the end of every quarter. This may also be done anytime the system is not working properly, due to software problems.

## **Using a Portable Computer with the Podium**

Following the projector startup, output can be switched to a portable PC. There is a video and audio cable located in the resource well, right below the button pad. Connect the cables to the appropriate connectors on the notebook computer. Then, press the “Switcher” button, and the button marked with an asterisk (\*).

## **Volume Adjustment**

To control the sound level, press the “switcher” button, then press the “Vol ▲” or “Vol ▼” button to raise or lower the volume. Please do not adjust the volume via the volume knob on the switcher located in the podium. This will make it difficult for the next presenter. If the volume controls have been inadvertently adjusted, the optimum position for the knobs is in the 12 NOON position. If you need assistance, please call for a Student Technology Assistant at extension 4387.

## **To Use the VCR**

Follow the projector startup instructions. For VCR output, press the “Switcher” and the “VHS” on the left button panel. The transport controls can be operated from the button pad or directly from the VCR. To use the transport controls on the button pad, you must first press the VHS button to the right button pad, then press the appropriate transport control button on the left button pad. Adjust volume as needed.

## **Document Camera in CAB 102**

Room 102 is equipped with an Elmo EV - 400 Document camera that is located in the drawer on the right side of the podium. To switch the output to the document camera, press the “Switcher” button, and the button marked “CAMERA”.

## **Shutdown**

If your class is immediately followed by another that will be using the equipment, you need not complete the shutdown. Otherwise:

To turn the system off: Press "ROOM".

Quit all applications on the Podium PC and remove any disks or CD-ROMs.

Do not turn off or shutdown the PC. The PC's podiums are left on so that support personnel may connect to them remotely, if necessary. If a shutdown is required, the Lab TA on duty can take care of it.

Place the wireless mouse and wireless keyboard in the document camera drawer.

Close and lock the front door of the podium.

## Troubleshooting

### **Wireless Keyboard or Mouse is Not Working:**

Check to see when you push a key, the green LED lights up. If not, check or replace batteries. Unit takes 4 AA batteries, in keyboard, and two AAA in wireless mouse. The Dean's office keeps a stock of fresh batteries. If this does not solve the problem, try changing the channel by pressing the 'Fn' key and the "Num Lock" key once. Every time this key combination is pressed, it changes the channel of the keyboard to find a match for the receiver. There are four channels and each room is set to a different channel.

### **No Sound from PC:**

Check that the "Volume" icon on the right taskbar on the lower part of the screen doesn't have a circle with a line through it. If this does not work, right click on the "Volume" and left click on "Open Volume Controls". Make sure that the volume levels are not adjusted down to the bottom.

Check that all volume knobs on switcher are turned up to the 12:00 NOON position.

### **Unresolved Problems:**

Please send email [helpdesk@latech.edu](mailto:helpdesk@latech.edu) with a subject of Open Call in CAB reporting any unresolved problems. If the problem is likely to affect other classes using the room, please leave a message in the Research or Dean's office alerting other users.