

Podium Equipment for Room 214

Access to Podium

The podium key is required to access the podiums in the classrooms. A key may be check out from the Deans office through Joyce Chandler.

Opening podium door provides access to the Document Camera, and keyboard drawer. Do not open the rear of the podium and disturb any of the wiring or equipment. This may result in the equipment being in-operable for the next presenter.

Projector Startup

Turning on the Projector:

Touch the panel once to bring it out of sleep mode. Press “System” and then select “System On”. The projectors will come on, and the screens will lower.

Lower or Raise the projection screen

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.*

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 wireless keyboard is available to use anywhere in the room. There is also a Gyration mouse that can be used for mouse control as well. These are located in the document camera drawer.

The podium also has interactive touch-screen lectern. This enables you to annotate projections and save then to a file. The PC can be controlled from this screen. For detailed instructions on using this item, see the manual at [Y:\Documentation\StarBoard EM Panel User Manual.pdf](#). Also see “Interactive Lectern Tips and Tricks” at the end of this document.

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.

The Podium and Portable computers

Follow the projector startup instructions. There is a video and audio cable located in the resource well in the center of the desk. Connect the cables to the appropriate connectors on the notebook computer. Then, press the "Laptop" button.

Volume Adjustment

To control the sound level, press the "VOLUME" button to be presented with the volume controls. Then, press the "▲" or "▼" 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 you need assistance, please call for a Student Technology Assistant.

To Use the VCR

Follow the projector startup instructions. For VCR output, press the "VCR" button. The controls for the VCR are on the touch panel as well. Adjust volume as needed.

To Use the DVD player

Follow the projector startup instructions. For DVD output, press the "DVD" button. The controls for the DVD are on the touch panel as well. Adjust volume as needed.

Document Camera

The document camera is located in the drawer on the right front of the podium. It is installed on a lift that can raise the Doc Cam to a comfortable height.

To switch the output to the document camera, press the "Doc Cam" button. The controls for the Doc cam are on the touch pad as well.

Shutdown

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

Turn off the system: Press "System Off". After a period of inactivity, the system will shut itself off to preserve bulb life.

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 Student Technology Assistant on duty will 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.

White Boards

Only use appropriate marker board markers for writing on the board. You must supply your own markers for use in this room.

Whiteboards need to be wiped off at the end of each class. Use erasers or paper towels. Once each week a custodian will wash whiteboards with a special solution to prevent ghosting or permanent staining.

Troubleshooting

No sound from PC:

Check that the "Volume" icon on the right taskbar on the lower part of the screen. Make sure that it 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.

Unresolved Problems

Please send email helpdesk@latech.edu with a subject of Open Call in CAB reporting any unresolved problems you. 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.