

Podium Equipment for Room 213, And 217

Access to Podium

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

Opening podium door provides access to the PC and VCR. Do not open the rear of the podium and disturb any of the wiring or equipment. This may cause the equipment to not function properly for the next presenter.

Projector Startup

The equipment in the room is controlled by a LCD touch screen located on the podium. Touch the screen once to bring it out of sleep mode. **(The buttons on the side of the LCD Screen DO NOT WORK, you MUST TOUCH THE BUTTONS DIRECTLY ON THE SCREEN in order to operate all equipment in the room).** Once the system is out of sleep mode, the screen will show five buttons that operate all the equipment in the room.

***ATTN:** Sometimes when turning the system ON, it will not show that the systems is ON from the PC. If this occurs, try selecting another device such as the VCR, then go back to the PC. If this doesn't work, then restart the control system using the following steps:*

- 1. Locate the master power switch. (Facing the presenter side of the podium, bend down to view the master power switch location, just above the VCR, and right below the wooden panel.)*
- 2. Press the red toggle which to the OFF position. Then press the red toggle button back to the ON position. The LCD control panel will come back on.*

This should solve the problem

Turning on the Projector:

Touch the button on the screen marked "System" and a menu of options will appear. Then under the cell labeled "System" TOUCH the button labeled "System On". The projector will come on, and the screen will lower.

Lower or Raise the projection screen

After the screen has been lowered, there is a 10 second delay before the screen can be raised 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 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.

The Podium and Portable computers

The podium is equipped to allow portable computers or laptops to be connected to the projector. **Follow the [projector startup instructions, to operate the projector \(page 1\)](#)**. Then connect the cables to the appropriate connectors on the notebook computer. There are video and audio cables located in the resource well right below the touch screen that must be connected to the laptop or notebook, before it can be properly operated. Once the laptop has been properly connected, touch the “Laptop” button.

Volume Adjustment

To control the sound level touch the “VOLUME” button on the touch screen, then touch the “▲” or “▼” buttons 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 (4387) for a Student Technology Assistant.

To Use the VCR

Follow the [projector startup instructions, to operate the projector \(page 1\)](#). For VCR output, touch the “VCR” button and adjust volume as needed.

Document Camera

To switch the output to the document camera, touch the “Doc Cam” button. At this time, you must control the functions of the document camera from the document camera itself, and not the podium touch pad.

Shutdown

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

Turn off the system: Touch the button on the screen marked “System” and a menu of options will appear. Then under the cell labeled “System” TOUCH the button labeled “System Off”. This will turn off the projector light bulb and raise the projector screen. After 2 hours 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 Lab TA on duty can take care of it.

Place the wireless mouse and wireless keyboard in the document camera drawer. Then close and lock the front door of the podium.

White Boards

Only use “dry erase board” markers for writing on the whiteboard. You must supply your own markers for use in these rooms. Dry erase board markers may also be available in the perspective department’s office. *****Note:** *Please DO NOT take markers from other rooms to use in this room, please supply your own or check with your department’s office for markers.****

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

Smart Board device in CAB 217

CAB 217 is equipped with a device that enables the white board to function as a smart board. The information written on the white board can be saved to a file for later use. For more information on using this tool, please see the Mimio xi manual at: Y:\Documentation\mimio Xi usersguide.pdf.

Troubleshooting

Wireless Keyboard or mouse is not working:

Check to see if 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 not 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 awade@cab.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.