

Podium Reference Guide

Power ON/OFF

- ◆ If the display is blank, touch it once.
- ◆ Press the **START** button to power on the system.



- ◆ Press the **EXIT** button to shut down the system.



Room Controls

- ◆ Adjust the lights under Lighting Presets.

(1=bright-5=dark)

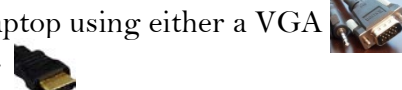
- ◆ To control the solar or blackout shades, click on Open or Close.

- ◆ To control the Lectern MIC, unmute it then click on Up or Down to adjust the MIC's volume.

- ◆ To operate the Wireless MIC, contact the Media Assistant to request a microphone.



Laptop Connection

- ◆ Connect your laptop using either a VGA or HDMI cable. 
- ◆ From the Main Menu touch the **laptop** button.
- ◆ Push the **Left**, **Right**, or both projector buttons in the top right corner to display on the screen(s).
- ◆ The projector's **MUTE** buttons (choose L, R, or both) will blackout the screen without powering down the projector.

Playing a DVD/CD

- ◆ Insert the DVD in the BluRay Player (located in the closet of each classroom).
- ◆ From the Main Menu touch the **BluRay** button.
- ◆ Push the **Left**, **Right**, or **both** projector button(s) in the top right corner to display on the screen(s).



Podium PC

- ◆ From the **Main Menu** touch the **Room PC** button
- ◆ Push the **Full Screen** button in the top left corner to display the desktop on the podium.
- ◆ Push the **Left**, **Right**, or **both** projector button(s) in the top right corner to display on the screen(s).

USB Flash Drive

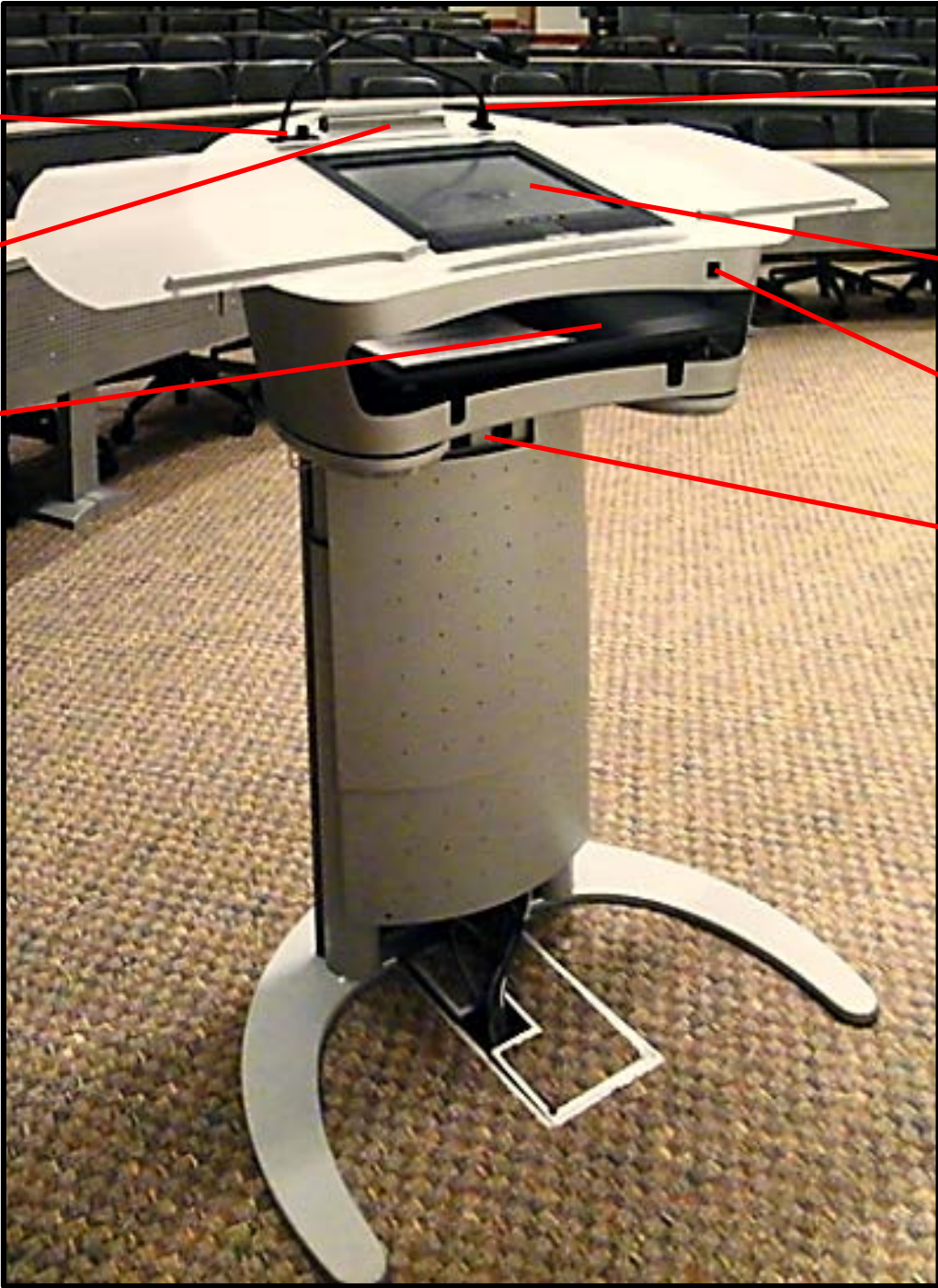
- ◆ At the top of the podium, place the flash drive into one of the two USB slots located in between the lectern light & microphone.
- ◆ Click on the Windows **Start** button. Then, click on **Computer**. Locate your flash drive under the **Devices & Removable Storage** section.

DIAL 1
FOR MEDIA SERVICES
USING THE CLASSROOM
TELEPHONE

Lectern Lighting

**Extra Ports- USB,
VGA, HDMI,
Power Outlet**

**Keyboard &
Mouse**



**Lectern
Microphone**

**Touch Panel
Display**

**Podium Lift
Button**

Power Outlets