Instructions for Smart Classrooms With Podiums

To Power On the Projector
Press the **POWER** button located on the wall plate behind the podium. (Wait a few seconds until the green light appears on the projector. This indicates that the projector is on).

To Power Off the Projector
Press the **POWER** button once on the control panel. After the “Power Off?” message appears on screen, press **POWER once** again.  *Note: Some projectors will shut down after pressing the Power button once.*

To Power On the Computer

1. Press the **POWER** button once on the computer located on the left side of the podium. (Underneath the keyboard and mouse).

2. Follow computer boot-up procedure.

3. A **USB** flash drive input is provided (located on top of the podium).  *If you use a flash drive, remember to remove it when you are finished.* (The USB flash drive is for computer use only).

4. If your presentation requires audio, you can adjust the volume using the **Volume Control** on the **Windows desktop** located on the bottom right-hand corner of the screen.*

* You can also adjust the Volume using the **UP and DOWN** arrows on the wall plate.
To Connect a Laptop to the Projector

1. Use the 2 cables shown on the left, located on the top right section of the podium.

2. Connect the VGA cable to the VIDEO OUT port on your Laptop, as shown on the left.

3. Connect the PCI cable to the AUDIO OUT port on your Laptop (sometimes labeled as 🎧), as shown on the left.

Allow the projector to automatically recognize your device. Some laptops will require you to press a combination of keys on your keyboard, simultaneously.

For example:
If you have a Dell, you might need to press both the Fn (Function) and F8 keys.
If you have an IBM, you might need to press both the Fn (Function) and F7 keys.
Press these two keys simultaneously.

If the Projector is not displaying your Laptop’s Desktop on the Screen, press the SOURCE button twice on the wall plate (located behind the podium) to cycle the video modes.
To Flip Open the Computer Monitor

1. **Unlock** the top panel with the key provided.

2. Push down on the back of the panel. (Refer to photo A).

3. Lift up panel until the monitor is in the open position. (Refer to photo B).

4. Slide out the keyboard and mouse located under the desk surface. (Refer to photo C).

DVD/VCR Operation

1. Press the **POWER** button on the DVD/VCR combo unit located underneath the computer.

2. Press the **SOURCE** button **twice** on the wall plate to switch to video.

3. Insert a DVD disc or VHS tape into the unit.

4. Please use remote provided to operate the unit.

Please turn off all equipment and lock all doors and panels when finished.

*If you have any questions or problems, please call Helpdesk at x3695. Thank you for your cooperation.*