

ANDERSON 130

A Guide to Using the Podium

Please begin by:

- Powering on the PC and Monitor
- Locating the control panel on the top left of the podium. Use the 'display power' button to turn on the projectors and lower the projector screens
- Logging into the computer: Username is 'user', there is no password
- If you wish to access network drives or the internet, use your UD credentials to log into Novell by clicking on the red N on the computer desktop and entering your user name and password



Display the PC

- Push the 'PC' button on the control panel on the top left of the podium



Display your laptop

- Connect the VGA cable and audio jack to your laptop



- Power on the laptop
- Push the 'VGA' button on the control panel located on the top left of the podium



Use the Document Camera

- Pull open the drawer on the left side of the podium and raise the camera and lights
- Push the power button on the document camera
- Push the video button on the document camera
- Push the 'doc cam' button on the control panel on the top left of the podium

When finished, please:

- Use the 'Display power' button on the podium to turn off the projectors and put screens back up
- Detach cables from laptop, leaving them connected to the podium for the next user
- Power down the document camera and slide back into the podium
- Log off of the computer by clicking the Start button on the bottom left and then selecting 'log off'