

MIRIAM 213

A Guide to Using the Podium

Please begin by:

- Making sure the PC and monitor are turned on
- Press 'Display Power' to turn on the projector and lower the projector screens
- Login using 'faculty' as the username and there is no password required
- Either the Cisco NAC Agent login will appear or you will be prompted to login for internet access with the start of a browser
- If you would like to access your network drives, click on the red N on the desktop and use your UD credentials to login

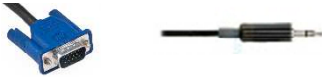


Display the PC

- 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
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- Push the 'laptop' button on the control panel located on the top of the podium
 - The input should switch automatically when the laptop is plugged in, and will revert to the Document Camera when the laptop is unplugged.



Use the Document Camera

- Power on the Doc Cam with the large silver button on the right side of the base
- Push the 'laptop' button on the control panel on the top of the podium
- If a laptop is plugged into the VGA cable, it will take precedence over the document camera – so be sure there is no laptop also connected



Use DVD/VCR

- Power on the DVD/VCR player
- Using the button on the front of the player you can toggle between VCR and DVD
- Push the 'VCR/DVD' button on the control panel on the top of the podium
- Use the remote to press play, stop, fast forward, etc.

When finished, please:

- Use the 'Display Power' button on the podium to turn off the projectors and to reset the screens to the UP position
- Detach cables from laptop, leaving them connected to the podium for the next user
- Power down the document camera and/or the DVD player
- Log off of the computer by clicking the Start button on the bottom left and then selecting 'log off'