

MIRIAM HALL FIRST FLOOR

A Guide to Using the Podiums in 101, 102, 103, 104, 109

Please begin by:

- Check to make sure the PC and Monitor are on
- Use the podium control panel to power on the projector [Proj On/Off] and lower the screen [Screen down]
- Login using 'faculty' and no password is required
- When you open a browser you will be prompted to enter your UD credentials
- If you would like to access your network drives, click on the red N on the desktop and 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



- Plug in the other end of the VGA cable to the side of the podium in the spot marked 'laptop'
- Push the 'laptop' button on the control panel located on the top of the podium



Use the Document Camera

- Power on the Doc Cam with the large round button. The lights around it should change color.
- The VGA cable should connect the side of the podium marked 'Doc Cam' and the port on the document camera marked 'Projector'
- Push the 'doc cam' button on the control panel on the top of the podium



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 [Proj On/Off] button on the podium to turn off the projectors and use [Screen up] to store the screens
- 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'