

# MIRIAM HALL 121

## A Guide to Using the Podium in 121



### Please begin by:

- Check to make sure the PC and Monitor are on
- Press the 'Projector On' and 'Screen Down' buttons
- Login to the machine using your UD credentials
- When you open a browser you will be prompted to enter your UD credentials for internet access
- If you would like to access your network drives, click on the red N on the desktop and login



### Use the Document Camera

- Power on the Doc Cam with the large round silver button on the side of the base.
- Push the 'doc cam' button on the control panel



### Display the PC on Monitor or Projector

- Push the 'PC' button on the button control panel



### Use DVD/VCR

- Power on the DVD/VCR and insert the tape/disc
- Use the button on the center of the player to toggle between DVD and VCR
- Push the 'DVD/VCR' button on the button panel
- Use the buttons on the player to play, stop, etc.



### Display your Laptop or other device

- Connect the provided VGA or the HDMI cable to your laptop (adapters available)
- Press the 'Laptop' button on the control panel

### When finished, please:

- Use the 'Proj On/Off' button on the control panel to turn off the projectors and the 'Screen Up' button 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 DVD player
- Log off of the computer by clicking the Start button on the bottom left and then selecting 'log off'