

# MIRIAM HALL SBA CLASSROOMS

## A Guide to Using the Podiums in 101, 102, 103, 104, 106, 109, 207, 214



### Please begin by:

- Check to make sure the PC and Monitor are on
- Tap the touch screen to wake it and touch 'Power On/Off' to turn on projectors, confidence monitors and lower screens
- 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 your Laptop or other device



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

### When finished, please:

- Use the [Proj On/Off] button on the control panel to turn off the projectors and store the screens
- Detach cables from laptop, leaving them connected to the podium for the next user
- Power down the document camera
- Log off of the computer by clicking the Start button on the bottom left and then selecting 'log off'



### Display the PC

- Push the 'PC' button on the touch panel



### Use DVD/Bluray

- Push the 'BluRay Player' button on the touch screen
- Press the power button and disc eject to get started
- Use the controls on the touch panel to turn up or down volume, play, stop or skip.

