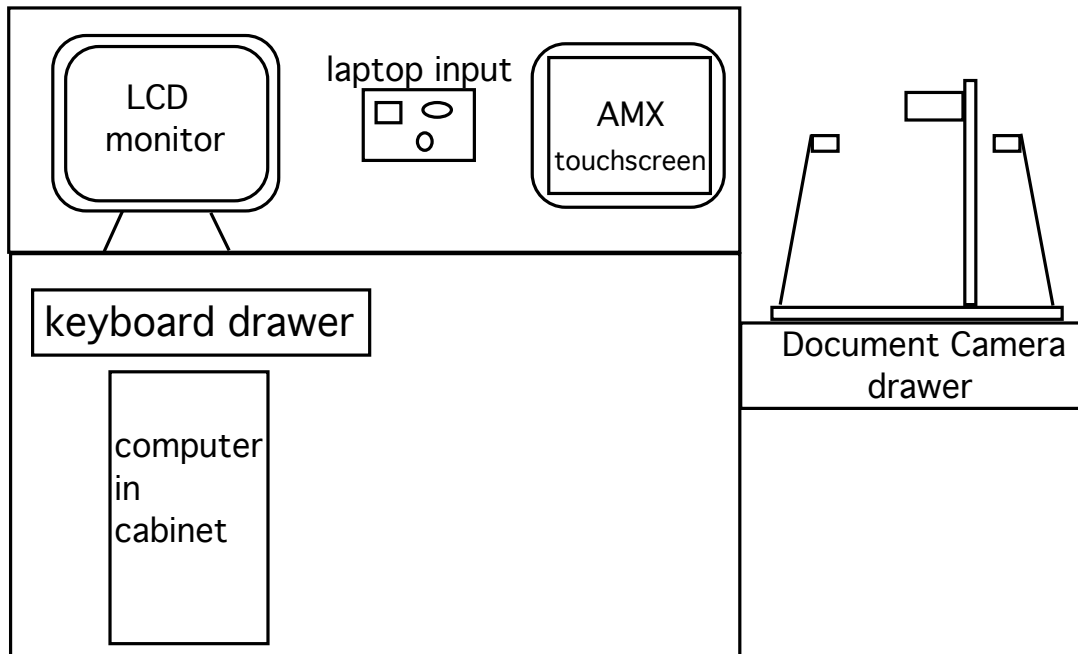


# Smart Podium

SEM II 1105 rooms



## Podium contains:

Macintosh computer (Apple software, Microsoft office, keynote, real player, media player, quicktime)  
LCD to view computer and document camera  
Laptop input  
Laptop VGA cord  
Ethernet cord for laptop  
Cord for laptop audio  
AC outlet for external devices  
Podium mic  
Wireless mic  
Document camera

## AV Cabinet contains:

DVD/CD player  
VHS player  
Cable through VCR  
Projection system  
Screen  
Surround sound system  
Over 80 ethernet jacks with AC

- You must have this room scheduled through space scheduling 867-6314.
- Contact Zena 867-5517 or Diana 867-6268 for AV key authorization. Faculty can temporarily check out keys from Media Loan.
- Contact Zena 867-5517 for AV support or training. Also contact Electronic Media 867-6270 or Media Loan 867-6253 for additional AV support

# SEMINAR II Podium Instructions

- Unlock podium
- Touch AMX screen to start system

## Podium Computer

Touch AMX screen to start system. Press COMPUTER then PODIUM COMPUTER. This starts the projector and lower the screen. Pull out keyboard and mouse drawer. Open computer cabinet to make sure computer is on (power light) and to have access to CD drawer, floppy and zip drives and USB or firewire jacks.

## Laptop Computer

Touch AMX screen to start system. Press COMPUTER then LAPTOP. This will start the projector and lower the screen. Connect the VGA cord to your laptop and to the Laptop input located in the center of the podium. Connect the ethernet cable to your laptop and to the ethernet jack located at the center of the podium. Wireless is also available in 1105 rooms. If you do not see your laptop image then RESTART YOUR COMPUTER or check your mirroring/appearance settings in your control panel.

## Video

Insert media (DVD,VHS) in the AV cabinet near the door. Touch the AMX screen in the podium to start the system. Press VIDEO then press your selection, DVD, VHS, TV. Use the menu on the AMX touch screen to control your media. You can also play your DVD through the computer.

## Document Camera

Roll out document camera drawer on the right of the podium. Turn on document camera. Press the DOCUMENT CAMERA selection on the AMX touch screen. You should see your image on the monitor and projection screen.

## Audio

Insert your media, tape or CD in the decks located in the AV cabinet. Touch the AMX screen in the podium. Press AUDIO and select either CD or tape. Use AMX touchscreen menu to control your media.

## Surround Sound

After you have selected your media source on the AMX screen then press surround sound. Select what type of sound mode you want. Then press the BACK button on the lower left of the AMX screen.

**Turn Off system located on the AMX screen.  
Return equipment and LOCK all locks.**