

Using the Crestron Classroom Podiums

eSupport immediate help online: <http://support.cumc.columbia.edu>
 5-Help (212-305-4357) · 5help@columbia.edu · <http://www.cumc.columbia.edu/it>

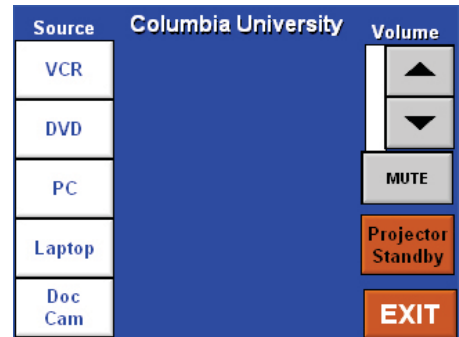
Always use the Crestron Touch Panel on top of the Podium to control equipment in the cabinet. Everything other than inserting and removing media such as CDs and DVDs must be done from the Touch Panel's display. *Manually adjusting equipment in the cabinet can cause problems or stop it from functioning altogether.*

Touch Panel Instructions

Please do not remove the Touch Panel from the top of the podium; this can disconnect or damage the cables.

If the Touch Panel screen is blank, it is in sleep mode. Simply press anywhere on the Touch Panel screen with your finger to wake it up.

1. A **Press to Enter** button will appear - push with your finger to get to the control screen.
2. If the projector in the room is in sleep mode, you will see a **Projector is Warming Up** message on the Touch Panel. A 30 second timer count down will also appear to show when the projector is ready, please wait for this to complete.
3. The projector will project an image on the classroom's screen, and the Touch Panel will display its main control screen (pictured to the right).
4. Select the Source (**VCR**, **DVD**, **PC**, **Laptop** or **Doc Cam**) you'd like to use and refer to the appropriate instructions below.



Touch Panel Display

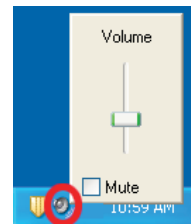
Projector Standby - selecting this hides the projector image from displaying on the screen. If this button is selected, it will appear as white on the Touch Panel screen. Select it again to change back.

Exit - this will power off the classroom's projector.

Please select Exit on the Touch Panel display if you know you are the last person using the podium in the classroom that day.

PC (Podium Computer) Instructions

1. Select the **PC** button on the left side of the Touch Panel's display screen to use the computer located in the podium cabinet. The computer's screen will display on the computer monitor that sits on top of the podium and on the classroom projector.
2. Use the PC as desired.
 - The keyboard and mouse are on a sliding shelf in the top of the cabinet.
 - To connect a USB key to the PC, use the connector cable that sits on top of the podium. Please see the other side of this document for a picture of the USB cable.
 - The volume on the PC is controlled by *both* the Touch Panel **Volume** buttons and the computer's volume control (see picture to right). If you do not receive adequate response via the Touch Panel, double-click on the speaker icon in the lower right corner of the computer screen and adjust.
 - All podium computers delete files saved to them on reboot. Store any files you would like to keep on a USB key or other media, saving as you go if you make changes. This avoids loss of new information if the computer is forced to restart for any reason.



Computer's Volume Control

Laptop Instructions - connecting your own laptop to the podium

1. Power outlets can be found under the lid on top of the podium. *Do not use the network ports in this compartment, they are not active.*
2. For wired network connectivity, plug the network cable found on top of the podium into your laptop (see picture below).
3. Plug the **VGA cable** on the podium into your laptop's VGA port.
 - **Windows laptops:** you must press the blue function key (Fn) in combination with one of the numbered function keys (CRT/LDC) to detect the projector. The numbered function key will vary by laptop make/model.
 - **Macintosh laptops:** open System Preferences (from the Apple menu), select Displays, then Detect Monitor. Once the projector is detected, the laptop's screen will project. NOTE: Macintosh laptops require an additional DVI to VGA adapter to connect, they are not provided on the podium.
4. Plug the **Audio** cable into the audio port on your laptop. This is usually marked by an icon of headphones.
5. Use the laptop as desired. Volume can be controlled on both the Touch Panel and your laptop.



Using the Doc Cam - document projector (replaces overhead projectors)

1. Press the **Doc Cam** button on the Touch Panel display. The Document Camera equipment will power on.
2. Open the sliding door on the left side of the podium cabinet and pull the tray out to reach the Document Camera.
3. Carefully lift up the arms on either side of the Document Camera.
4. Press the release button on the far end of the lens arm and carefully lift up the lens to position as desired (see picture to the right).
5. Place the document you would like to project on the white panel on the Document Camera.
 - The Document Camera will automatically focus.
 - To display a transparency, press the **+ -** button on the Document Camera equipment until the projected image displays correctly. Press **+ -** again to change back to a non-transparent document.
6. When done, power off. Carefully fold down the lens arm, then the side arms, and slide the drawer back into the podium cabinet.



Using the DVD or VCR

1. Press the **DVD** or **VCR** button from the Touch Panel display screen.
2. Insert your DVD or VCR into the player. The image should begin to project automatically.
3. Use the controls on the Touch Panel display to **Play**, **Pause**, **Stop**, etc.
4. When done, use the **Eject** button on the Touch Panel to remove your DVD or VHS tape from the player.
5. *DVD only:* press the **Return** button on the Touch Panel to return to its main menu so it is ready for the next instructor.