Using the Classroom Podiums and A/V Equipment

Always use the touch panel on top of the podium to control equipment in the cabinet. Everything other than inserting and removing media such as discs and memory sticks 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

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.

1. Press anywhere on the touch panel screen with your finger to wake/turn the system on.
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’s main controls will appear:

   ![Touch Panel Interface]

4. On the left side of the touch panel select the source you’d like to use:
   - **PC** - to use the computer in the podium. This is also used for DVD/CD playback or to connect a USB key.
   - **Laptop** - to connect your own laptop to the room’s projector and sound system using cables on the podium. IMPORTANT: podium cables are standard HDMI and VGA only. If your laptop does not have standard ports you must bring your own adapter, we cannot provide these.
   - **Combine Rooms** - (some classrooms only) press this to power on both sides and project from one podium.

   Additional instructions for using the PC and Laptop sources are on page 2.

5. The right side of the touch panel provides additional projection, sound and power control:
   - **Volume** - use the speaker icons to increase or decrease audio in the room. The vertical bar shows your current volume.
   - **Mute** - to cut sound. To restore sound, press mute again or use the volume up button.
   - **Blank Display** - hides projection to the display in the room; press again to restore.
   - **OFF** - when done press OFF on the touch panel display, then POWER OFF when prompted to power down the podium equipment.

6. **Always power down A/V equipment using the touch panel when you are finished with the room.**

   See page 2 of this handout for more instructions on using the PC and Laptop sources.
PC (Podium Computer) Instructions

1. Select the **PC** button on the left side of the touch panel to use the computer located in the podium cabinet. The computer’s screen will display on both the monitor that sits on top of the podium and on the classroom projector.

2. Use the computer as desired.
   - The keyboard and mouse are on a sliding shelf in the top of the cabinet.
   - To use a USB key, connect it to a USB input on the side of the podium computer. Follow any prompts that appear on the computer screen to access files that are on the USB key.
   - For DVD/CD playback please insert your disc in the computer and select PC; the DVD/CD program on the PC can be used to control playback and other options.
   - **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 prevents loss of new information if the computer is restarted or has an issue and restarts on its own.

Laptop Instructions

Connecting your own laptop to the podium and projector.

Please use the wireless guest-net or Mercury network if you need network connectivity on a laptop computer that you connect to one of the podiums: [http://www.cumc.columbia.edu/it/wireless](http://www.cumc.columbia.edu/it/wireless)

1. Power outlets can be found under the lid on top of the podium. **Do not use network ports in this compartment, they are not active.**

2. Connect either the **HDMI** or **VGA and Audio** cables to the laptop.

   - **HDMI** allows both video and sound; do not plug in the Audio cable when using HDMI.
   - **VGA and Audio**: plug the VGA cable on the podium into your laptop’s VGA port and the Audio cable into its audio port, which is usually marked by an icon resembling a pair of headphones. If the laptop doesn’t automatically display after connecting it to the cables and selecting **Laptop** on the touch panel:
     - **Windows**: on the laptop’s keyboard press the blue function key (Fn) in combination with one of the numbered function keys (CRT/LDC) to have it detect the projector. The numbered function key varies by laptop make/model.
     - **Macintosh**: open System Preferences (from the Apple menu), select Displays, then Detect Monitor. Once the projector is detected, the laptop’s screen will project. **NOTE**: Macs may require an additional DVI to VGA adapter to connect, they are not provided on the podium.

3. Use the laptop as desired. Volume can be controlled on both the touch panel and your laptop.

Remember to always power down A/V equipment using the touch panel when you are finished with the room.