



Using the Crestron Classroom Podiums in the Teaching and Learning Center (Hammer Lower Levels)

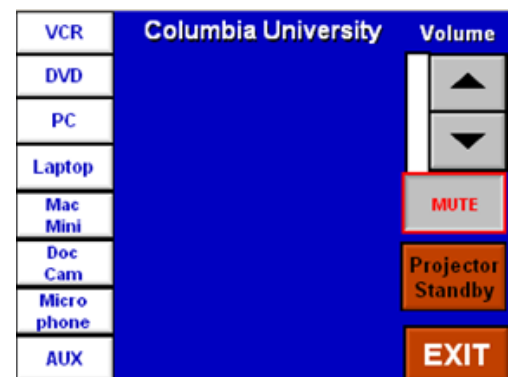
Always use the Crestron Touch Panel on top of the Podium to control equipment in the cabinet. Everything other than inserting and removing media such as CDs and DVDs must be done from the Touch Panel's display. *Manually adjusting equipment in the cabinet can cause problems or stop it from functioning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

Touch Panel Instructions

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**, **Mac** or **Doc Cam**) you'd like to use and refer to the appropriate instructions below.



Touch Panel Display

Projector Standby

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

When done, please select Exit on the Touch Panel display, then Yes to power down the podium equipment.

PC (Podium Computer) or Mac Instructions

1. Select the **PC** or **Mac Mini** button on the left side of the Touch Panel's display screen to use a computer located in the podium cabinet. PC will allow you to use the Windows based computer, while Mac Mini will allow you to use the Macintosh computer. 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 computer as desired.
 - The keyboard and mouse are on a sliding shelf in the top of the cabinet. The black keyboard and mouse are for the Windows/PC, while the white keyboard and mouse are for the Mac Mini computer.
 - To connect a USB key, use the appropriately labeled (**PC** or **Mac**) connector cable that sits on top of the podium. Please see the other side of this document for a picture of a USB cable, the may be located on top of either side of the podium.
 - The volume on the computer is controlled by *both* the Touch Panel **Volume** buttons and the computer's volume control. If you do not receive adequate response via the Touch Panel, double-click on the speaker icon on the computer screen and adjust - on a PC, the volume is in the lower right corner of the screen; on a Mac, the upper right.
 - 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.

Laptop Instructions

Connecting your own laptop to the podium and projector

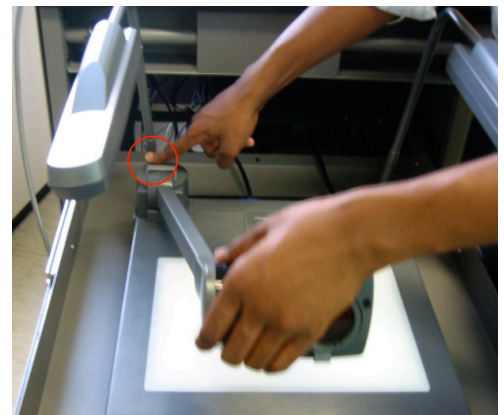
Please use the wireless guest-net or Athens networks if you require network connectivity on any laptop computer you connect to one of the podiums.

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. 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.
3. Plug the **Audio** cable into the audio port on your laptop. This is usually marked by an icon of headphones.
4. 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.