

# Podium Quick Start Guide

To use the podium computer, use the touch panel located on the podium.



Press the touch screen and choose Local Presentation. Please note that rooms equipped with ITV functionality will provide an ITV option.



The next screen displays the sources at the top. Press the desired source and then press the send to projector button. Once this button is pressed, the projector will power on and the screen will descend.



\*If you are using a laptop, plug the cables in the podium to it and press the laptop source and then press send to projector.

The volume controls are on the bottom of the touch screen. Be sure to check the room mute and mic mute buttons as well.

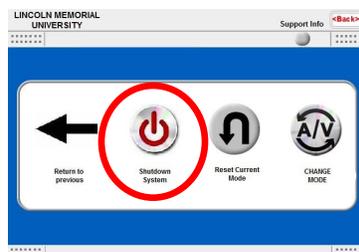


To shutdown the system, please press the back button located on the top right of the screen.



Press the System Off button located on the bottom left of the screen.

Press the Shutdown System button located on the center of the touch screen.



To play a DVD video, please press the DVD source located on the top of the touch screen. Then press the send to projector button. There will be playback buttons on the touch screen to play, stop, and pause the video.



To use the Document Camera, please press the Document Camera source located on the top of the touch screen. Then press the send to projector button. The screen will display a power button and zoom buttons for the camera. The camera is located to the right of the podium in a pull out drawer.

