

User Instructions (F2-134)

- **FOR ASSISTANCE** contact Tina Parker (ext. 3089), Forrest Smith in the ACC (ext. 3009) Andrew Holt (ext. 3074), John Brittingham (ext. 3028), or B.J. Both (ext. 3093)
- **VERIFY THAT THE BLACK POWER CABLE AND NETWORK CABLE ARE PLUGGED INTO THE WALL JACKS**
- **TURN ON THE RED POWER SWITCH** located above the DVD/VCR to power on the system. Turn on DVD/VCR if needed and not already on.
- **TURN ON THE COMPUTER** (located on the left-hand side of the podium) the wireless keyboard and mouse is locked in the drawer on the right-hand side of the podium.

User log on: f2-podium

User password: no password needed

- **TURN ON THE SYMPODIUM** (if not already on)

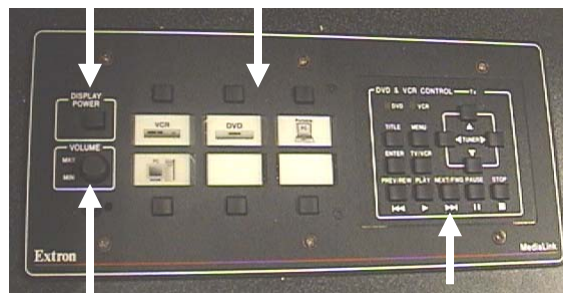


- **TURN ON THE DATA PROJECTOR** by pushing the **DISPLAY POWER** button located in the top left corner of podium workspace. **SELECT A SOURCE** (PC, VCR, DVD, or Portable PC/Laptop).

Display Power

Display Power

Sources



Volume control

Other controls for the
VCR and DVD players

- **SOUND FROM THE COMPUTER** can be adjusted by using the podium's volume control as well as the computer's volume control (located on the taskbar)
- **WIRELESS MICROPHONES** must be checked out from A/V Technician (ext. 3089)
- **SHUT DOWN SYSTEM & LOCK PODIUM**
 - Turn off the computer
 - Push and hold down on the **DISPLAY POWER** button until the green indicator light next to the power button flashes
 - Turn off the red power switch (located above the VCR/DVD)
- **TO USE A LAPTOP**
 - Connect the **GREY VGA** to the **BLUE PORT** on the back of the laptop
 - Select the **PORTABLE PC** button to project laptop image
 - If the laptop image does not display, press the **FN & CRT/LCD** keys on the laptop (may need to repeat this sequence 1-2 times in order to display an image on the laptop as well as the projection screen *****Wait several seconds between tries to see what displays*****)

