Podium Setup

Start Up

Lights

The auditorium light controls are located in the control panel, on wall to the left of the Podium at the front of the room. When viewing overhead, video, and slide presentations: turn off Room lights and leave Note lights on. Don’t use Stage lights or Front lights during presentations.

**DO NOT TURN THE PODIUM COMPUTER ON or OFF! The power switch turns it on and off.**

**POWER ON**

1. **MAIN POWER** Turn on the main power at the red switch at lower right on the strip below the VCR.

2. **VCR POWER** Turn on the VCR at the power button on the left side of the machine.

3. **LCD PROJECTOR SYSTEM**
   
   Turn ON the power for the LCD Projector from the Sanyo Remote Control – Press the pink ON/OFF button, located on the podium to the left of the Elmo projector. This turns on the projection system needed to display all forms of computer presentations and videos.

   WAIT – it will take a minute for the lamp to display on the front wall.

   Do not adjust any of the controls - use ON/OFF functions only.
Running the presentations

COMPUTER
The computer will automatically start Windows.

- Select Podium User from the log on screen.
- Microsoft Windows will run computer presentations, including PowerPoint and DVD presentations
- Short Cut Icons On The Desktop include: PowerPoint, the DVD player, and the PCTV Software.

Video (VHS tapes)
- The VHS machine must be turned on for the Pinnacle Software to operate Videotape, Elmo Presentation, and Teleconference/Satellite programs.

For Video, Elmo presentation or Teleconference, select the appropriate channel or line on the front of the VHS machine. There are two buttons to the left of the front VHS display panel, one with an up arrow and the other a down arrow. Use these buttons to change the display. CH-3 (channel 3) should be selected for Teleconference/Satellite programs. L-1 (Line 1) should be selected for Video and Elmo presentations.

VCR Display Panel

Channel Buttons

PCTV Software Screen

Lap Top Computers
There is a cable and a power cord for personal lap top computers located at a hole near the floor in the lower right corner of the podium. When you plug in the laptop it overrides the podium computer and the laptop is displayed on the wall, when you unplug the laptop the wall projection returns to the podium computer display.

IMPORTANT: If no image is projected onto the wall, hold down the function key FN while pressing the F8 or the CRT/LCD key on the laptop keyboard. If you still don’t see your computer screen projected, then repeat the FN + F8/LCD key sequence, waiting 5 seconds between each attempt to give the projector a chance to receive and sync with the laptop video signal.

Shut Down

1. SONY LCD PROJECTOR REMOTE CONTROL
Turn OFF the power from the Sanyo Remote Control.
Press the pink ON/OFF button TWICE.
LCD projector bulb must be turned OFF!

2. TURN OFF COMPUTER
- Close all running programs.
- Remove any diskettes or CD’s from the computer drives.
- Shut down the computer by clicking on the Start menu and select TURN OFF.

3. MAIN POWER SWITCH
When the computer shuts down, turn off equipment from the main power switch.
Turn off room lights, close and lock doors.