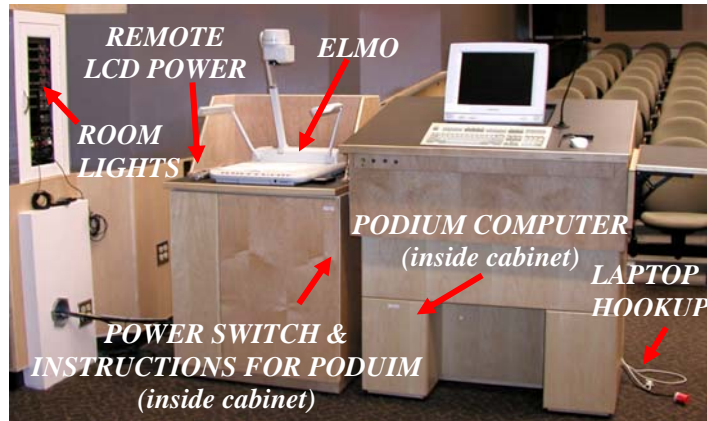


QUICK INSTRUCTIONS FOR CD 150

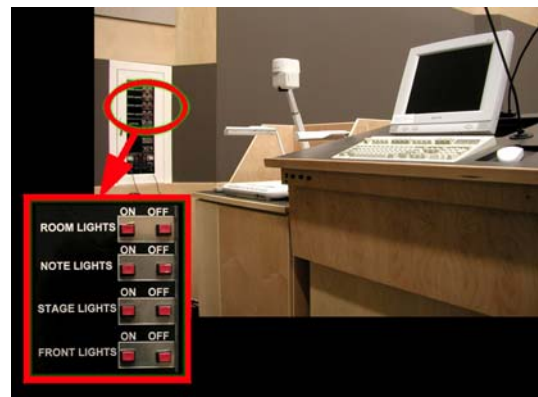
Podium Setup



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.

VCR POWER BUTTON

MAIN POWER SWITCH



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.



*ON/OFF POWER SWITCH ON
LCD REMOTE CONTROL*

Running the presentations

COMPUTER

The computer will automatically start Windows.

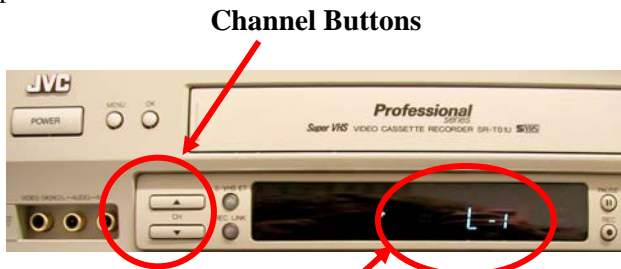
- Select **Podium User** from the log on screen.
- Microsoft Windows **will run computer presentations, including PowerPoint and DVD presentations**
- **Short Cut Icons On The Desktop include:** PowerPoint, the DVD player, and the PCTV Software.

Video (VHS tapes)

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

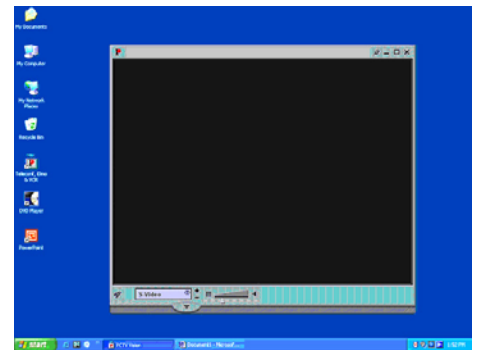
For Video, Elmo presentation or Teleconference, select the appropriate channel or line on the front of the VHS machine. There are two buttons to the left of the front VHS display panel, one with an up arrow and the other a down arrow. Use these buttons to change the display. CH-3 (**channel 3**) should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

The icon on the desktop for the PCTV Software is labeled Teleconf Elmo+VCR. PCTV will run teleconference and video presentations, and the Elmo projector.



Channel Buttons

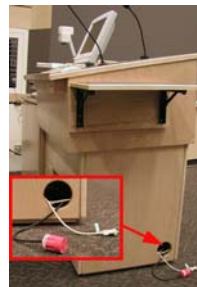
VCR Display Panel



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!



OFF SWITCH ON LCD REMOTE CONTROL

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.



MAIN POWER SWITCH