Accessibility Door

Unlock/ Lock the accessibility switch (green light is unlocked; red is locked).

- Remove the black cover and use the electronic switch to operate the door. (Manually pulling this door open damages the mechanism.)
- Once everyone is seated replace the black cover to prevent school children from pressing the switch and opening the door during presentations.

Open equipment cabinet door

1. **Turn on Podium Power/Equipment** from the MASTER red switch on the power-strip.
   - Never turn on/off individual pieces of equipment.
   - When the Main Power Switch is turned on the computer will boot up.

2. **Turn on LCD Projector**
   After pushing the ON button – WAIT: it will take a minute for the lamp to warm up & display on the front wall.
   - The remote control is connected via cable there is no need to point the remote.
   - DO NOT remove the cable.

Continue on Back
3. At the Podium Computer

- Select CHDD from the log on screen.
- Use the USB hub to move files to the desktop.

The podium monitor displays: 
"Welcome to the CD150 Dual Monitor Screen"

- Open Power Point Presentations will automatically display in Dual Mode with ‘Notes’ on the Podium computer and without presentation notes on the wall.

Always save and open your presentation from the desktop.

- Drag files other than Power Point off the podium monitor to the right to project them on the wall. Look at the arrow icon displayed on the wall to control the mouse.

4. Adjust Audio/Volume Level

The audio mixer is located above the Master Power switch. There are six control knobs—-from left to right: Podium, Wireless, Table, Video, Computer, and Laptop. Adjust the individual knob in combination with the Main Level knob to adjust the volume. The Main Level control should only be adjusted slightly.

5. Laptop Setup (HDMI is preferable since it is automatic)

There are laptop cables and a power cord located on the equipment cabinet to the left of the podium.

Two video connector options for laptops: Manually switch between RGB and HDMI using the projector remote if you are switching between laptop computers with different output cables.

The HDMI cable (right connector in photo) goes to the laptop video output for High Definition display. When the HDMI cable is plugged into a laptop computer it’s screen is automatically projected on the wall. When the cable is unplugged the projector automatically returns to the podium computer display.

The cable labeled RGB (white) connects to the video output on older laptops. Select RGB1 Input on the remote to display the laptop on the wall. The display will not switch automatically. If you are using a laptop with HDMI or want to use the podium computer AFTER using RGB1 you must manually push the HDMI button on the projector remote. (Turning OFF projector automatically resets it to HDMI.)

Audio connection from laptop
Connect the brown audio cable to the laptop audio output to send laptop audio to the auditorium speakers.

IMPORTANT / TROUBLESHOOTING:

Turn on all equipment before connecting the video cable to laptop

If no image is projected:
Use the Projector Remote Control unit to select RGB1 Input or HDMI

Manually switch between RGB and HDMI if you are switching between laptop computers with different outputs.

Examples: If you remove the laptop using RGB to a laptop using HDMI or from a RGB laptop to the HDMI podium computer.

If the laptop setup is not projected or does not display Presenter Notes:
Go to the laptop Display Options change the monitor display to 1920 x 1080 or ‘Extended’ at 1920 x 1080

Not a Power Point? See notes above.
Shut down equipment and room closure procedure

1. Turn off LCD Projector
   Turn OFF the power on Remote Control.
   Press the remote button TWICE.
   You must verify LCD projector has been turned OFF before you leave the room!

2. Shut down the computer
   Remove any personal USB drives, DVDs or CDs from the podium computer.
   From the Windows Start Menu select Shut down.

3. Turn off Main Power Switch
   Once the computer shuts down, turn off ONLY the main power switch. It will turn off computer, sound system, etc.

4. Close Up Room
   • Return tables & chairs against the wall.
   • Clean up all trash & recycling.
   • Turn off room lights
   • Close and lock doors.

Additional Information:
• Saving a Presentation to a Power Point Show (to open presentation at the 1st image.)
• Wireless Mic

Continue on Back
NOTES FOR POWER POINT PRESENTATIONS

"Power Point Default" format is*.ppt extension. The presentation appears within the Power Point window.

To display the first slide full screen without the Power Point window save the presentation as .pps.

- Select Save As “Power Point Show”(icon is a screen and blue arrow) Resave the final presentation on the podium desk top.

WIRELESS MICROPHONE

On the Audio Mixer

- Before using the Wireless
  Turn down the Podium microphone
- Use the Wireless channel in combination with the Main Level to adjust the volume.

Put in the 9volt battery before you start and remove it when you’re finished. This extends the life of the battery in case the pack is not turned off.

Open the sliding panel, turn on the microphone and close the panel. Remember to Mute or turn off the wireless during private conversations.

TROUBLESHOOTING

Problems occur when the system has been shut down improperly or individual pieces of equipment have been changed.

The power strip turns on: the computer, monitor the audio mixer and amplifier.

- Check to make sure all individual pieces of equipment are on, and were not turned off individually.
- Follow directions to turn the LCD projector on and off.

If the system locks up

- Hold down Control/Alt/Delete to bring up the Close Program box. Select End Task.
- Position the mouse cursor to the lower left of the screen, click on Start, and select Programs.

Most problems occur because the system has been shut down improperly or individual pieces of equipment have been changed. The system needs to be in the default position to function independent of staff support.

If you need assistance contact: Devon Bacon at 685-9728 or dbacon@uw.edu