

# ANDERSON CENTER 129

## A Guide to Using the Podium in 129



### Please begin by:

- Turn on the monitor and mini tower PC (both located on the top of the podium)
- Using the remote turn on the projector
- Using the ↓ button on the wall to lower the screen
- Login to the machine using your UD credentials
- When you open a browser you will be prompted to enter your UD credentials for internet access
- If you would like to access your network drives, click on the red N on the desktop and login



### Use the Document Camera

- Flip the power switch near the base of the camera neck
- Use the 'BNC' button on the remote to change the input on the projector



### Display the PC on the Projector

- Use the 'Comp1/2' button on the remote to select Computer 1



### Use DVD/VCR

- Power on the DVD/VHS player and insert your media
- Use the 'Video 1/2' button on the remote to change the input to the projector



### Display your Laptop or other device

- Connect the VGA cable and audio jack to your laptop
- Power on the laptop
- The projector will automatically switch to displaying the laptop
- When you are done with the laptop, simply unplug it and the projector will default back to the PC

### When finished, please:

- Use the remote to turn off the projectors and the ↑ button on the wall to put up the screen
- Detach cables from laptop, leaving them connected to the podium for the next user
- Power down the document camera and/or DVD/VHS player
- Log off of the computer by clicking the Start button on the bottom left and then selecting 'log off'