

Quick Instructions for
Basic Use of L1/L8 Instructional Technology
(11/27/07)

General:

- **DO NOT MOVE THE PODIUM!!!** It has wiring going into the floor and moving it will damage wires.
- The podiums in L1 and L8 can project, with sound, the following:
 1. Notebook ("Laptop 1")
 2. Guest laptop ("Laptop 2")
 3. Document camera ("Doc Cam") — no sound
 4. DVD ("DVD") — movies and music CDs
 5. VCR ("VCR")
- The DVD and VCR are located inside the podium.
- All controls for the devices are on top of the podium. See following page for explanation of buttons and controls.
- All the components, except the laptop and document camera, are already turned on and should be left on.
- PLEASE BE SURE WHEN DONE TO:
 1. Turn off document camera
 2. Put wireless mouse in recharging cradle
 3. Make sure the wireless keyboard and microphone are inside the cabinet
 4. Lock the cabinet and return the key

Operate Screen and Projector:

1. Push "display on" to turn on projector
2. Push button for desired source for projection
3. Push "pic mute" to have a blank screen while preparing source or if you have a pause in your presentation. Push the button again to return to projection.
4. Push "Freeze" to pause the projected image. Press again to unfreeze.
5. Push "display off" turn off projector

Listen to Music CD:

1. Put CD in the DVD player ("display" does not need to be "on")
2. Use DVD player controls on the podium control panel
3. Adjust volume with podium volume knob

Play DVD:

1. Put DVD in DVD player
2. Push "display on" to turn on projector
3. Use DVD player controls
4. Adjust volume with podium volume knob

Quick Instructions for
Basic Use of L1/L8 Instructional Technology
(11/27/07)

Play VHS Tape:

1. Put tape in VCR
2. Push "display on" to turn on projector
3. Use VCR player controls on the podium control panel
4. Adjust volume with podium volume knob

Use Document Camera:

1. Turn on document camera (top right corner of document camera)
2. Push "display on" to lower screen and turn on projector
3. Use controls on the document camera

Use PC Laptop (laptop 1 and 2):

1. Connect your Laptop to one of the two Laptop cables resting on top of the podium. This cable will have approximately 20 feet of length for movement about the classroom. The display (VGA) jack location is typically on the back of the laptop.
2. Plug smaller wire into laptop's headphone plug socket for sound.
3. Push "display on" to turn on projector
4. Push "Laptop 1" or "Laptop 2" button depending on which cable you have connected to your machine.
5. If the PC screen is not displayed through the projector, one can typically cycle through display outputs on the laptop by pushing the Fn key and one of the F buttons at the top of the keyboard. A monitor picture is usually printed to indicate which button to push.
6. You can use the wireless keyboard, found in the left side of the cabinet, anywhere in the room.
7. You can use the wireless "gyro" mouse anywhere in the room. Plug the provided USB receiver located atop the podium into any free USB jack on your computer. (If this is the first time using the Gyro mouse or Keyboard, allow enough time for drivers to load.) The left and right buttons and scroll wheel work just like a regular mouse.
 - It can be used on a desk as a regular mouse
 - It can be used in mid-air. Hold it in your hand and while holding the button underneath move your wrist to move the mouse pointer.
 - See attached sheet about gyro mouse use



While the projector is on, gives a blank screen. Press again to display selected source.

Turns on projector

Turns off projector

Sends VCR output to projector

Sends DVD output to projector

Controls for DVD/VCR



Volume control for wall mounted speakers

Sends tablet or notebook output to projector

Sends document camera output to projector. Use controls on the document camera

Controls for VCR

Records Lecture from microphone to CD

Laptop 1 or 2 outputs to projector.