

Quick Instructions for
Basic Use of G140/G150 Instructional Technology
(10/15/06)

General:

- **DO NOT MOVE THE PODIUM!!** It has wiring going into the floor and moving it will damage wires.
- The podiums in G140 and G150 can project, with sound, the following:
 1. Dedicated tablet PC 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. Shut down laptop
 2. Turn off document camera
 3. Make sure that the tablet pen is stored in the side of the laptop
 4. Put wireless mouse in recharging cradle
 5. Make sure the wireless keyboard and microphone are inside the cabinet
 6. Lock the cabinet and return key

Operate Screen and Projector:

1. Push "display on" to lower screen and 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 "display off" to raise screen and turn off projector

NOTE: The screen can be raised and lowered without the projector being on by using the wall controls for the screen.

Listen to Music CD:

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

Play DVD:

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

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Play VHS Tape:

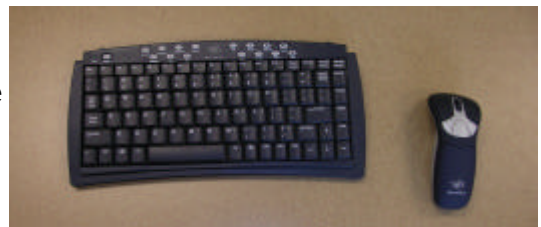
1. Put tape in VCR
2. Push "display on" to lower screen and turn on projector
3. Use VCR player controls
4. Adjust volume with podium volume knob

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 Tablet PC Laptop (laptop 1):

1. Turn on laptop, slide switch is on bottom left corner of LCD display
2. The computer currently defaults to "libraryuser" login. This works fine unless you need to access your personal user directory on the MTSO server. To access your directory, click "start," click "log off," and log in as yourself when prompted.
3. The sound level on the laptop needs to be turned up to use the podium sound control knob. The laptop volume control is on the front, just to the right of the headphone plug in socket.
4. ***For the time being do not swivel the display into the tablet position covering the keyboard.*** The pen function can still be used when the display is in the regular laptop position.
5. Push "display on" to lower screen and turn on projector
6. Push "laptop 1" button
7. You can use the wireless keyboard, found in the left side of the cabinet, anywhere in the room.
8. You can use the wireless "gyro" mouse anywhere in the room. 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



Use Guest Laptop (laptop 2):

1. Carefully pull out cable with connector marked "2" from top left corner of podium and connect to guest laptop monitor plug in. Plug smaller wire into laptop's headphone plug socket for sound.
2. Turn on guest laptop
3. Push "display on" to lower screen and turn on projector
4. Push "laptop 2" button

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

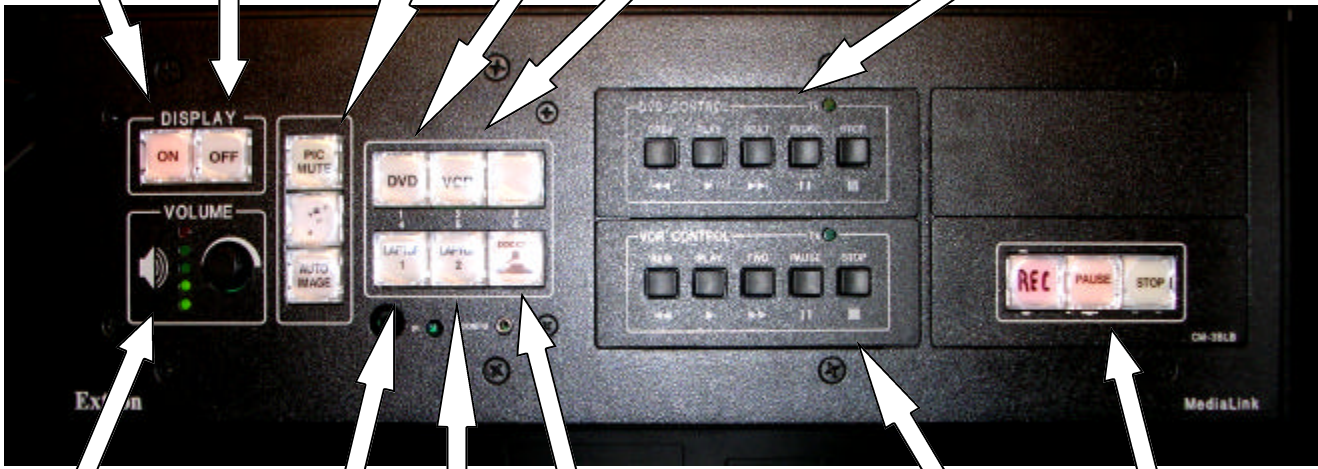
Turns on projector and lowers screen

Turns off projector and raises screen

Sends DVD output to projector

Sends VCR output to projector

Controls for DVD



Volume control for wall mounted speakers

Sends tablet PC notebook output to projector

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

Feature coming soon!

Controls for VCR

Sends guest laptop output to projector. Note: There is a monitor cable on top left side of podium for connecting to a guest laptop. The cable also has a small headphone wire to plug into the guest laptop's headphone plug for sound. DO NOT UNPLUG THE LAPTOP LOCKED TO THE PODIUM.