

Room 324 Podium Technology Tips

Updated Sept. 10, 2009

What is available:

- § Windows XP computer with Word, Excel, & PowerPoint 2003, and Internet access
- § Flat panel display screen for the computer
- § Mouse & keyboard for the computer
- § PowerPoint remote with laser pointer for the computer

- § VCR/DVD player
- § Wired lavalier microphone (no batteries needed)
- § Ceiling mounted LCD/digital projector with screen
- § Volume control for the speakers

How to do things:

§ **Turning on the projector:**

Push the red power button on the gray EPSON remote control, which should be located on the podium.

§ **Logging on to the computer:**

- (a) Turn on the flat panel monitor to see if you have a signal;
- (b) If there is no signal, push the power button on the PC on the podium;
- (c) Press control-alt-delete when prompted, and type in the password: **podium**

§ **Projecting your PowerPoint presentation:**

- (a) Make sure that both the projector and the computer are turned on (see above for instructions);
- (b) Put your disk or flash drive in the computer
- (d) Click on the PowerPoint icon to launch the software, and open your presentation;
- (e) Use the remote mouse if you wish to advance your slides while moving around the room.

§ **Hooking up your laptop:**

- (a) Connect the VGA cable to your monitor port;
- (b) Select LCD+VGA output on your top row of Function keys, if your computer doesn't automatically do this;
- (c) If the PC is off, the projector should switch to Input 2 automatically; if not, press the SOURCE button on the EPSON projector remote, and it will find the laptop signal.



MAC Users: A VGA adapter is required to connect your laptop to the VGA cable.

- For Mac laptops there are three different kinds of adapters, and you received one with yours if you purchased it new.
- If you do not have one, you may check one out from the NCMN Library
- Make a note of the type of output on your laptop, and match it with the corresponding adapter.



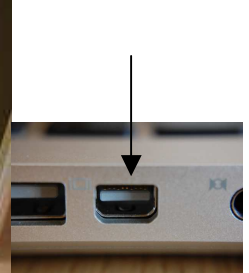
Mini-DVI: #1 Red



Mini-DVI: #2 Green



DVI: #3 Purple



**Mini Display:
#4 Blue**

§ **Adjusting the speaker volume:**

Use the slider on the wall behind you. It only adjusts the speaker volume; it won't affect recording or Remote Room volume.

§ **Projecting the VCR/DVD player:**

- (a) Press the power button on the player
- (b) Insert your tape or DVD and select VCR or DVD on the remote
- (c) Press play
- (d) If the PC is off, the projector should switch to video automatically; if not, press the SOURCE button on the projector, and it will find the video signal.

§ **What to do when you are finished with your class:**

- (a) Shut off the projector—push the Power button TWICE on the projector;
- (b) Retrieve any disks, drives, etc., that you may have used;
- (c) Shut down the PC

Where to get help:

§ If you need training on how to use the Podium technology, please make an appointment with Steve Dehner, AV & Instructional Technology Coordinator; his extension is 1546, and his email is sdehner@ncnm.edu.

§ **If you need immediate assistance to troubleshoot a problem, call Steve's extension, 1546 (or call 503-552-1546), which forwards to his cell phone.**