

# Room 107 Podium Technology Tips

Updated Sept. 10, 2009

## What is available:

- § Windows XP computer with Word, Excel, and PowerPoint 2003, and live Internet access
- § Flat panel monitor for the computer
- § Mouse and keyboard for the computer
- § Wired lavalier microphone (no batteries needed)
- § 2 Ceiling-mounted LCD/digital projectors with screens
- § Document camera
- § VCR player
- § DVD player
- § Laptop hook-up cord
- § Volume control for speakers

## How to do things:

### § **Turning on the projectors:**

1. Push the black “Display Power” button on the TOP control panel in the upper left corner of the Podium, labeled “PROJECTOR LEFT.”
2. Push the clear ON display button on the LOWER control panel labeled “PROJECTOR RIGHT.”

§ **Logging on to the computer:** (a) turn on the flat panel monitor (upper right corner of the Podium) to see if you have a signal; (b) if there is no signal, push the power button on the PC in the lower left cabinet of the Podium; (c) pull the keyboard tray out from the top left cabinet of the Podium; (d) press control-alt-delete when prompted, and type in the password: **room107**

§ **Hooking up your laptop:** (a) before turning on your laptop, plug in the VGA cable that is available near the top of the Podium; (b) push the black “Portable PC” button on the control panel in the upper left corner of the Podium; (c) if the projector is not already on, push the black “Display Power” button on the control panel. If you are using audio output from your laptop, connect the audio mini-plug near the top of the Podium to the speaker jack on your computer.



**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 NCNM Library.
- Make a note of the type of output on your laptop, and match it with the corresponding adapter.



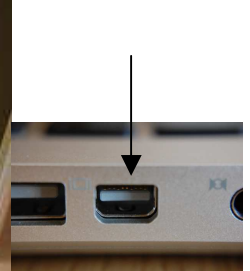
**Mini-DVI: #1 Red**



**Mini-DVI: #2 Green**



**DVI: #3 Purple**



**Mini Display:  
#4 Blue**

- § **Projecting your PowerPoint presentation:** (a) make sure that both the projector and the computer are turned on (see above for instructions); (b) push the black PC button on the upper “Projector Left” control panel, and the clear PC button on the lower “Projector Right control panel; (c) put your disk or flash drive in the computer which is located in the lower left cabinet of the Podium; (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 (the remote mouse should be on the keyboard tray).
- § **Projecting a VHS tape or DVD:** (a) make sure that the projectors are turned on (see above for instructions); (b) push the appropriate black button on the upper Projector Left control panel—either the “DVD” or “VCR” button, and push the VIDEO button on the lower Projector Right control panel; (c) put your tape or DVD in the appropriate machine located in the lower right cabinet of the Podium.
- § **Using the Document Camera:** we recommend that you get training on the use of the document camera if you have never used one before; see below for training information. The document camera is in the cabinet on the right side of the Podium. To use it: (a) open the cabinet door, pull out the drawer, and carefully push the light arms and camera head into place; (b) turn on the power switch; (c) make sure that the projector is turned on (see instructions above), push the black “Document Camera” button on the upper Projector Left control panel and push the clear PC button on the lower Projector Right control panel.
- § **Adjusting the volume:** the volume knob on the control panel in the upper left corner of the Podium adjusts volume for PC, laptop, VCR and DVD output. It does not control your microphone volume. You can also adjust the volume of the speakers on the wall behind you, which will change the volume of any and all sources together, including your mic. So, if you adjust the speakers, you may need to adjust the podium volume as well.
- § **What to do when you are finished with your class:** (a) shut off the projectors—push the “Display Power” button on the upper Projector Left control panel; (b) Push the clear OFF button on the lower Projector Right control panel; (c) retrieve any disks, tapes, etc., that you may have used and close the Podium cabinet doors; (d) leave the PC running.

## 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](mailto: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.