Podium Help Sheet for HSEB 40-person Classrooms

Help desk HSEB Room 3100; 801-213-3522

To Start
Touch screen to activate the control panel; touch again to display login screen; enter code XXXX; press Enter

Select Source
Podium PC
Podium Mac (not available in Rooms 2958, 3420, 3430, 5100b)
Podium Inputs—allows you to connect your laptop or other media. Select Laptop 1 or Laptop 2 or S-Video or Composite Video
Document Camera—overhead and slide mode available; device projects opaque objects, pages from a book, transparencies, slides
VCR—standard controls
DVD—standard controls

Lighting
Experiment with Full, Meeting, Conference, Projection and Dim to select the lighting choice that works for you.
Lights can also be controlled from the switch panels on the wall.

Advanced
Lowers screen and turns on projector(s); includes Projector Screen, Current Status, Display Modify and Window Covering

Media Source
Controls volume for VCR, DVD or other media; Mute is a toggle

Mic Volume
Controls volume for the mic; Mute is a toggle

Make A Point!
This feature shutters the projector; operates as a toggle

? (Help)
Provides contextual help – press again to turn off

Help Desk?
Contacts a person who will respond immediately

System Off
Use to end session; turns the projector off, retracts the screen & turns lights on. Projector takes 3-5 minutes to cool before it can be turned on again.

Additional Information for 40-person classrooms
- One projector, one monitor, DVD and VCR players
- Document camera: available by request only; call 213-3522 in advance
- Annotation overlay: not available
- Internet access is available for all computers; personal computers can be hooked to the Internet with a network cable or connect via the wireless network
- Remote device: available by request only; works only with PC
- Mics: by request only
- Dry erase markers and erasers are in all rooms. (Or ask!)

Equipment requests can be directed to the Help Desk; 213-3522

FINGERS ONLY!
Use only your finger to touch the podium control panel or the computer monitor with the annotation overlay. Do not use a pen, stylus, etc. on the screens; do not clean or wipe screens!