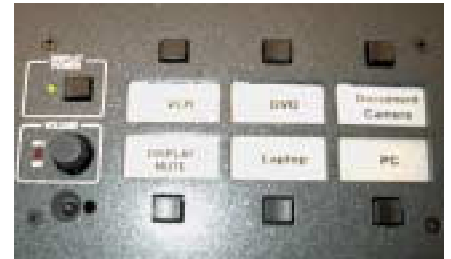


## Technology Classrooms Podium at Community College of Philadelphia

1. [Quick Start Guide](#)
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  4. [Step 1 Start up: Main Power Controls](#)
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  6. [Step 3 Start Up: Computer, Monitor, and Keyboard](#)
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10. If you plan to use the Podium to show a video tape:
- a. Turn on Main Power controls
  - b. Turn on the Graphic Display Panel Controls and select controls for the VCR (see picture)
  - c. Review VCR controls to insert your tape
  - d. Use the Graphic Display Panel Controls for the VCR

11. If you plan to use the Podium to show a DVD disk:
- a. Turn on Main Power control
  - b. Turn on the Graphic Display Panel Controls and select controls for the DVD player (see picture)
  - c. Review DVD controls to insert your disk
  - d. Use the Graphic Display Panel Controls for the DVD



12. If you want to display objects, pictures, overhead transparencies, or slides (one at a time):
- a. Turn on Main Power control
  - b. Turn on the Graphic Display Panel Controls and select controls for the Document Camera (see picture)
  - c. Review Document Camera Controls
13. If you intend to use a computer during your presentation:
- a. Turn on Main Power control
  - b. Turn on Graphic Display Controls and select the PC controls (see picture)
  - c. Turn on the computer
  - d. Turn on the monitor
14. If you have your own laptop computer you plan to use:
- a. Turn on Main Power controls
  - b. Turn on Graphic Display Controls and select the laptop control (see picture)
  - c. Connect your laptop to the Graphic Display Panel; VGA cable for connecting a laptop computer is stored next to the Main computer under the podium

**The Following Pages will describe the individual parts of the Smart Podium.**

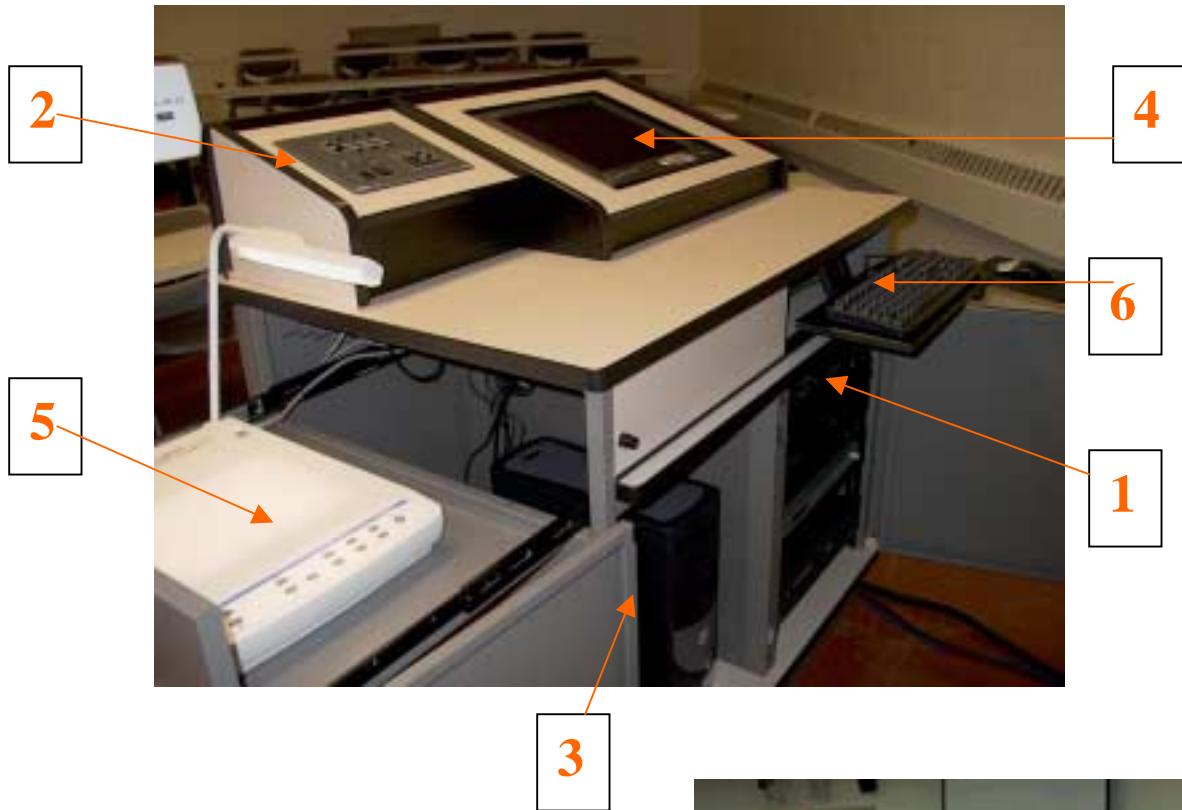
### Unlocking the Podium



1. Main Doors on the Front of the Smart Podium
2. Slide drawer for the keyboard and mouse
3. Drawer for the Document Camera

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A typical configuration for a Technology Classroom podium



A wall-mounted switch to operate the electric projection screen is located near the podium.



1. Inside the locked cabinet, you will find the Main Power/On-Off switch
  - a. directly below the main power is the VCR
  - b. below this you will find the DVD player
2. On the top left of the podium – the Graphic Indicator Display Panel with its “Display Power On/Off Control”
3. Inside the cabinet, the computer power switch
  - a. also stored inside is the VGA/audio cable to connect a laptop computer
4. On the top right – the computer monitor power switch
5. The Document Camera on/off controls
6. The keyboard and mouse location

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## Start Up Procedure

### Step 1:

No matter which feature of the Podium you choose to use first, you must begin by turning on the main power control. This powers the VCR and DVD players, the ceiling-mounted projection system, the document camera, and the audio system

#### **1 Main Power Controls**



**Main On-Off  
turn on 1st**

**VCR Player**

**DVD Player**

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**Step 2:**

Turn on the Graphic Indicator Display Panel. The touch controls on this panel are used to select the active device for the system. This Panel also controls the DVD player, VCR player and, if you are using a laptop computer, you will connect it through this panel.

**2 Graphic Indicator Display Panel**

Display On – Off :  
Turned on 2nd

Volume Controls

Active device indicators

Lap Top Connections

- VGA Cable
- Network Connection
- Power



DVD – VCR controls

DVD – VCR green light indicates active system

DVD – VCR power

DVD Main Menu functions

Arrows will negotiate through the DVD Menus

Buttons to choose selections in the DVD Menus



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**Step 3:**

Turn on the Computer and Display Monitor for the Smart Podium. Remember to select PC from the Graphic Indicator Display Panel. If you are not planning to use the systems computer, you can skip this step.

**3: Computer**



**DVD – CD player**

**3 ½ inch floppy disk drive**

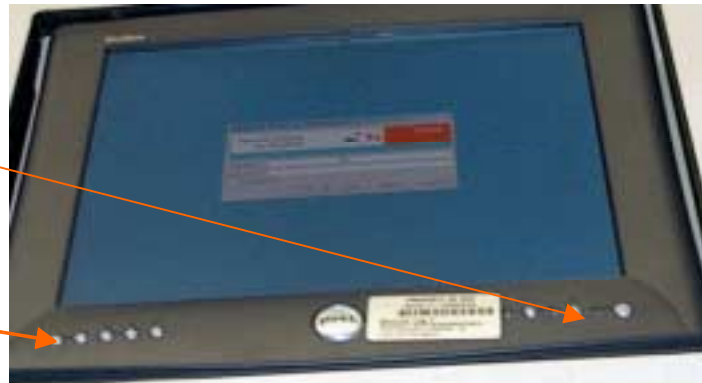
**250 mb Zip Storage drive**

**On- Off Power**

**Monitor Control Panel**

**On-Off Power**

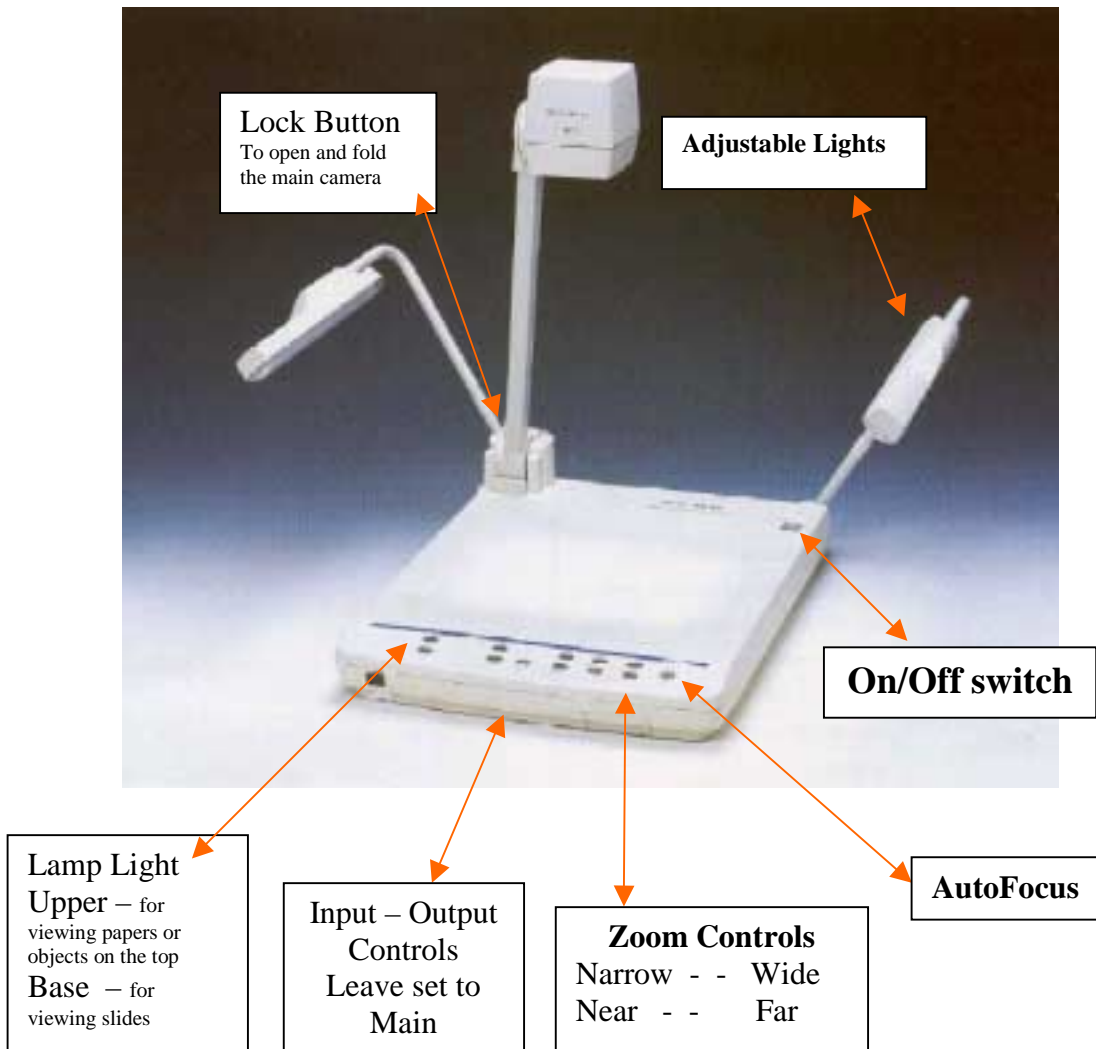
**Video Control buttons**



[Keyboard and Mouse location](#)

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#### 4: Document Camera Controls



1. The adjustable lights will swing up and can be positioned over the document as you prefer.
2. The main camera will fold upward after unlocking the button on the rear of the control panel.
3. The main power controls for the Document Camera.
4. There are two lamp choices. The upper lamp projects from the camera down to the panel. This is used for viewing objects, documents and even pictures. If you plan to show a film slide or overhead transparency, you should change the light to Base. This will shine the light up through the slide.
5. Input and output controls should remain set to main.
6. Zoom Controls allow you to fine tune the camera for your object.
7. Auto Focus will automatically give you a starting point before using Zoom Controls.

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## VCR Player

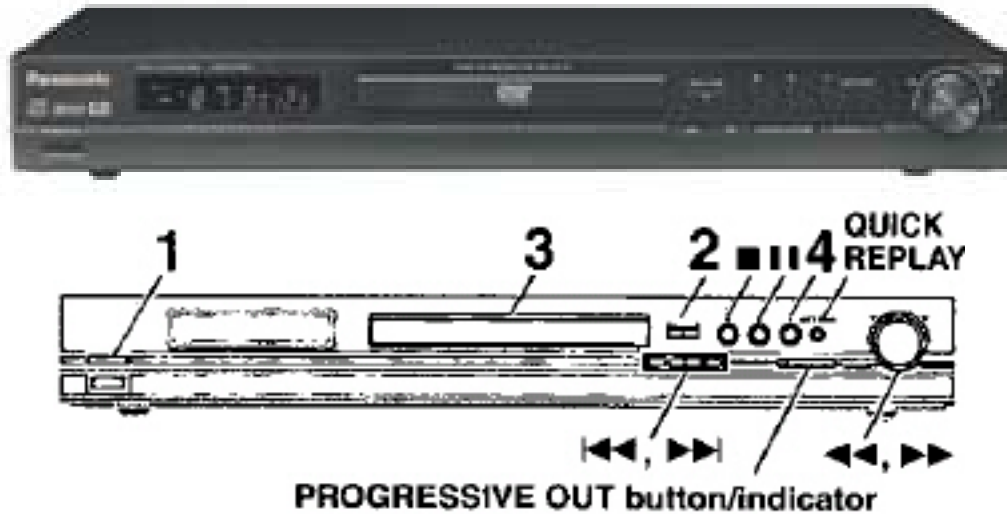


The main controls for Power, volume and the VCR are controlled by the [Graphic Indicator Display Panel](#). The following buttons may have to be identified and used to start your VCR.

1. On – Off Power control this will normally be on
2. Stop – Eject button this opens the tape door.
3. Insert tape into the player.

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## DVD Player



The main controls for Power, volume and the DVD Main menu functions are controlled by the [Graphic Indicator Display Panel](#). The following buttons may have to be identified and used to start your DVD.

1. Power control for turning player on – off. The power should be on.
2. Press to open disk tray.
3. Place the disk on the tray. Label should be up, for double sided disks, the label for the side you wish to play should be up.
4. Press play button. The disk tray will close any your disk will begin to play. All other controls such as clicking through the DVD menu are controlled by the [Graphic Indicator Display Panel](#).

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**Quick Start**

- 1) Lower electric screen with wall switch
- 2) Unlock lower cabinet door(s)/ keyboard & mouse area/  
document camera drawer
- 3) Turn on Main Power

Main Power  
on/off



- 4) Power up the projection system by touching the Display Power "ON" button. This command will initiate the projector warm-up. Startup mode for the projector can take up to 30 seconds since the lamp needs to warm up.

Display Power  
on/off

Master  
Volume control



**Graphic Indicator Panel**

GREEN LIGHT INDICATES WHETHER  
VCR OR DVD IS ACTIVE IN SYSTEM

DVD/VCR  
POWER

MAIN MENU  
FUNCTIONS FOR  
DVD

ARROWS WILL NEGOTIATE  
THROUGH DVD MENUS



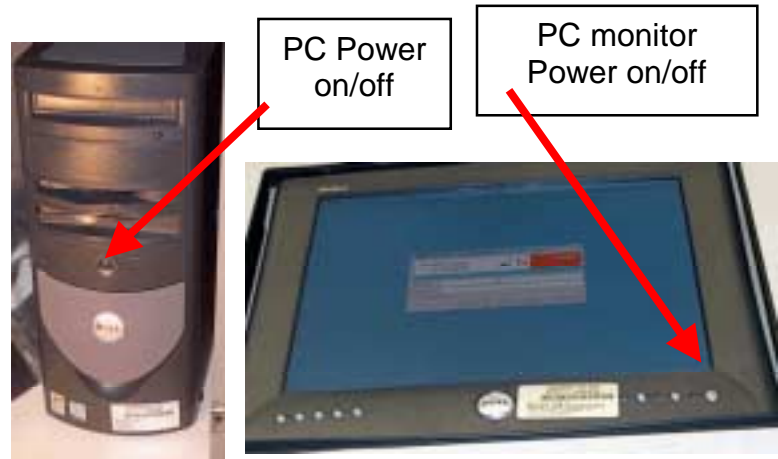
CHOOSE SELECTIONS  
IN DVD MENU or  
CD AUDIO TRACKS

## Technology Classrooms Podium at Community College of Philadelphia

- 5) Are you using a DVD, audio CD, or VHS tape?
- Press the “Title” button on the touch panel to power up the DVD player and VCR
  - Insert disc or tape into player
  - Select the appropriate player on the Graphic Indicator panel
  - Navigate through the disc or tape using the touch panel controls

- 6) Are you using the Document Camera?
- Pull out the document camera drawer
  - Raise camera by first pushing on the lock button
  - Turn on camera with power button and select either top or base lamps

- 7) Are you using the installed computer?
- Turn on both the PC and PC monitor
  - Pull out the keyboard/mouse tray
  - Log in using the room username (e.g., W248w2k) and press <Enter>



- 8) Are you using a laptop computer?
- Using the 3' VGA/audio cable supplied (stored inside the cabinet) attach the laptop as follows:
  - With the laptop computer turned off, attach the long audio extension and the appropriate VGA cable adapter to the monitor output of the laptop and the other end (shorter audio extension) to the input at the Podium.
  - Turn on computer. (If a computer image does not appear the user may need to ‘toggle’ between the local and secondary monitor using the laptop “F” function keys to initialize VGA output.)
  - Audio levels for the laptop can be adjusted from the panel by rotating the “Master Volume” knob on the Graphic Indicator Panel
  - When finished, shutdown and unplug your laptop and replace cable in podium.

- 9) When you are finished using the system:
- Press Display Power on/off. The Graphic Indicator Panel will begin to blink.
  - Turn off the document camera, re-fold the arms, push in the drawer, and secure the lock
  - Remove any disks or tapes from the DVD player, VCR, and computer drives
  - Use the normal Shut Down procedure for the installed Windows® computer
  - Store the keyboard and mouse and secure the lock
  - When the Graphic Indicator Panel stops blinking, turn off the Main Power
  - Lock the lower cabinet door(s) and return the keys to the AudioVisual department
  - Raise the electric screen with the wall switch

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