

# Community College of Philadelphia Quick Start Guide for TechPod Classrooms



- 1) Insert key into side door and turn to open.
- 2) Check PC power button: if green, PC is already powered on and you will see the computer image on the front screen in about 20 seconds. If not, push PC power button to boot up. Touch the <ENTER> key to log in (no password required). You may login with your CCP ID if you need access to your networked resources.

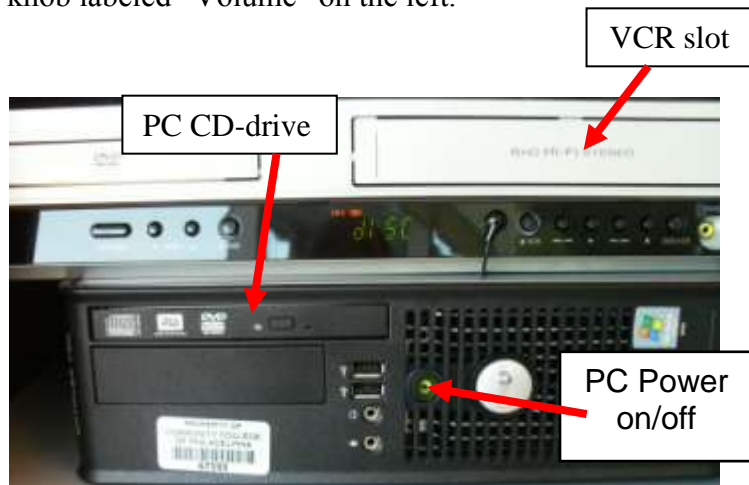


Multi-control touch panel

- 3) The microphone may be used to amplify your voice. The volume is controlled using the round knob labeled "Mic Vol" under the microphone.



- 4) Press the projector "ON" button to lower the screen and power up the projector. This command will initiate the projector warm-up. Startup mode for the projector can take up to **60 seconds** since the lamp needs to warm up.
- 5) Are you using a VHS, DVD or audio CD?
  - Insert DVD disc into the PC CD-drive. PowerDVD Software will automatically offer to play the disc.
  - Navigate through the disc using the software menu.
  - VHS tapes will play through the VCR. Navigate through the tape using the touch panel.
  - Volume is controlled using the round knob labeled "Volume" on the left.



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- 6) Are you using the installed computer?
- Pull out the keyboard tray located under the front shelf
- 7) Use the 'interactive pen' to draw, write, or highlight anything that is displayed on the instructor's screen and it will be displayed by the projector onto the screen.
- You can use the pen as a mouse to control the PC
  - To use the pen to draw directly onto the large monitor screen, double-click the Flo software icon to start the software program. Your screen will turn into a white board, as a default start.
  - Click on 'Screen Annotation' or 'Switch mode' to get to the PC screen
  - You can annotate over anything including web pages, DVD screens, Microsoft Office documents, etc.
  - Multiple screens may be created to develop a concept and then exported to a PDF or HTM file for students to view outside of class.



- 8) Are you using a laptop computer or document camera?
- Pull the VGA/audio cable from the side cabinet and attach the laptop as follows:
    - i) With the laptop computer turned off, attach the audio plug and the VGA cable adapter to the outputs of the laptop.
    - ii) 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" (usually F8) function keys to initialize VGA output.)
  - You can also connect this VGA cable to the "VGA OUT" port of a document camera.
  - Push the LAPTOP or CAMERA button on the multi-control touch panel.
  - An electric power outlet is available underneath the Podium's front shelf.
  - When finished, shut down and unplug your laptop and replace cable in podium.



Laptop  
cables

Electric  
outlet



- 9) When you are finished using the system:
- Remove any disks or tapes from the VCR, and computer drives
  - Use the normal Shut Down procedure for the installed Windows® computer
  - Close the side cabinet door and return the key to the AudioVisual department. The projector will turn off and the electric screen (if available) will raise.