

# UTC

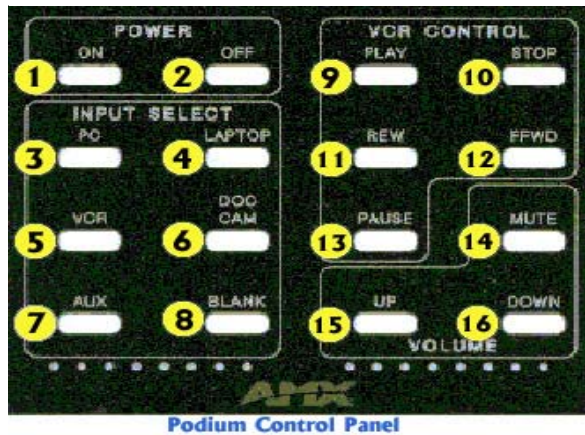
## Lupton Renaissance Fund Podium Users Manual



# Podium Equipped Classroom User Guide

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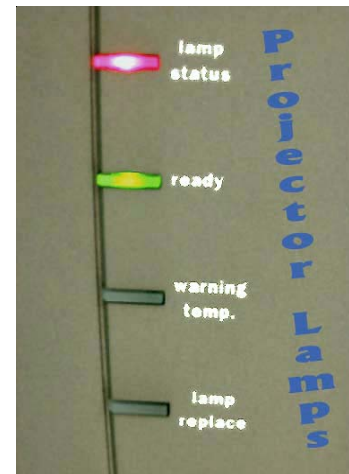


**Need HELP?  
Call EXT. 4000**

## The Projector

The standard podium connected projector is a Proxima 9270. Looking up at it, you should see four indicator lights along the side.

1. The lamp status indicator red becomes dim when the projector is turned on and bright with the projector is in the power management standby mode.
2. The ready indicator shows green when the projector is ready to be turned on. When the projector is in power management mode, it flashes green.
3. The warning temp. indicator flashes red when the projector has become overheated. It is off during normal operation.
4. Finally, the lamp replace indicator turns yellow when the life of the projection lamp nears its near. It is off during normal operation.



**OR**



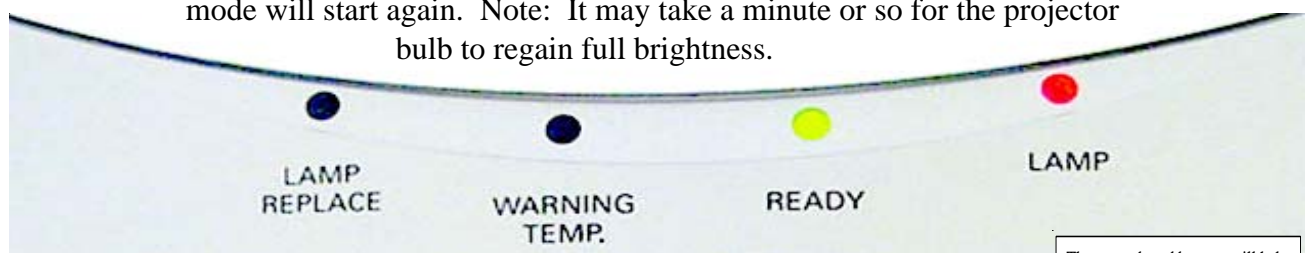
*Please call the Help Desk at ext. 4000 if either the "Warning Temp." light or the "Lamp Replace" light is lit.*

When you first step up to a podium that has not been used in a while, the projector should have its status light shining red and its ready light shining a constant green, not blinking.

After pressing the on button on the podium control panel, the status light should shine red more dimly and the ready light will continue to shine a constant green.

If you press the video mute button on the podium control panel, the projector will go into a five-minute count down to put the projector into *sleep mode*. After this, the status light will continue to shine a dim red and the ready light will turn off and then start to blink green after a minute or so.

To revive the projection system from *sleep mode*, press one of the video source buttons on the podium control panel. If a signal is coming from that source, the projector will start its recovery cycle. The status light will shine a dim red and the ready light will start shining a constant green again. If no signal is coming from the chosen source, the five minute count down for the projector sleep mode will start again. Note: It may take a minute or so for the projector bulb to regain full brightness.



These numbered buttons will help you find the correct named button on the control panel diagram located on page 1.

34  
proxima

21  
proxima

10  
proxima

### Turning on the Projector (ceiling mounted)

1. Turn on the projector by pressing the ON button **1** on the control panel.
2. Lower the ceiling screen using the rocker switch located on the wall.
3. Turn off the lights next to the screen by flipping one of the two light switches on the wall.



After the 45 second warm-up counter completes its count down, you may push any of the source buttons **3** - **8**.

If you accidentally press the OFF button **2** you will need to wait about 2 minutes before you can turn the projector back on.

!!! Pressing the ON button **1** before the projector has completed its shutdown will do no good.

### Turning the projector off

1. When you are through with the projector, press the OFF button **2** on the control panel. The projector will enter a 2-minute cool-down cycle before it turns off.
2. If you used the VCR, please press the power button on the VCR to turn it off.
3. If you connected a laptop to the podium please disconnect all the cables and store them in the podium drawer. Be careful not to bend the cables.
4. **The computer will enter sleep mode after several minutes. You do not need to turn it or the podium monitor off. Nothing else needs to be done.**

# The Computer

The standard computer contained in the podium is a Dell Optiplex running MS Windows 2000. It has the capability of reading PC-formatted media including floppy discs, Zip disks, CD-ROMs, and DVDs. This computer is currently not able to read media formatted for another operating system such as Macintosh computers.

If you have files that you need to transfer to a podium computer, you have several options.

1. Copy the files to your OneNet account on the University network and then copy them to the podium when you get to the classroom.
2. Copy the files onto a PC-formatted media. Remember, Macs can read PC formatted discs without any additional software.

## Using the Built-in Computer

1. Turn on the projector as described above.
  2. Move the mouse to wake up the built-in computer. If the podium-top monitor does not show a picture after 20 seconds, check to see if this monitor is on.
  3. The ON button on both the monitor and the computer should have a green light shining from them after moving the mouse. If either does not, press the power button on the built-in computer and/or the monitor to turn them on.
  4. The system should now boot up and you should see the boot-up screens on the podium-top monitor.
  5. When you see the user login screen, just press enter. No password is needed. If it shows the login window again, try putting "UTC" in the username field and clicking the OK button. If you are unable to login, call the Help Desk at extension 4000 (cell phones call 425-4000.)
  6. After the projection system has warmed up, press the PC button **3** on the control panel.
- If you press the PC button **3** before the projector has finished warming up, you will need to press it again after warm-up has been completed for the built-in computer video signal to be sent to the projector.



**NOTE:** The computer monitor on top of the podium will show video from the standard computer and from a computer plugged into the laptop connection. It will not show video from the VCR as this is a different type of video signal than the others.

## Software Installation on Podium Computers

To help ensure that the podium computer functions properly, it has been setup to prevent people from installing extra software. If you have software that you would like to be able to use, you have two choices.

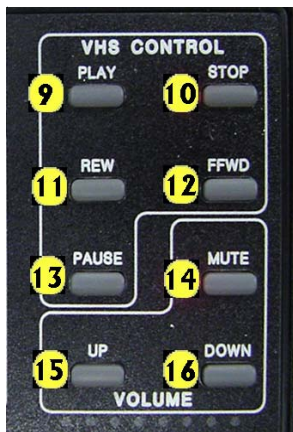
1. Call the Help Desk at least two days before the class that you will be needing the software. They will set up a time to come by and install the needed software. If the Help Desk feels that the requested software is not compatible or stable with the rest of the software on the podium computer, they may decline to install that particular software package.



2. Install the software on a laptop computer and bring it to the class where you want to use the software. This method bypasses both the time delay issue of getting software installed on a podium computer and the stability issue of installing potentially incompatible software that prevents the podium computer from functioning correctly.

## The VCR

The VCR built into the podium is a standard VHS deck should function similar to the ones located throughout the campus and probably at your home. When playing a tape through the projector, you will not be able to see the video from the podium top monitor. To use the VCR, you must first turn it on. The VCRs ON switch is located on the front of the VCR itself. After turning the VCR on, you can control the functions of the VCR from the podium control panel. Don't forget to take your tape out after you have finished your class.



### Projecting video from the Internal VCR

1. Turn on the projector as described above.
  2. Press the power button on the VCR to turn it on.
  3. After the projector has warmed up, press the VCR button 5 on the control panel to send the VCR video to the projector. (Note: the VCR image does not show on the podium top computer monitor.)
  4. You may use the VCR control buttons 9 - 13 on the control panel to operate the VCR.
  5. The volume can be controlled using the Volume buttons 15 - 16 on the control panel. The relative volume level will be shown by the row of red LED lights below the volume buttons.
- ! If you press the VCR button 5 before the projector finishes warming up, you will need to press it again afterwards to get the VCR video to go to the projector.

## External Connections

The standard podium comes equipped with an auxiliary connection plate located on the side of the podium. This plate contains inputs for a variety of equipment types. These inputs will allow you to hook different input sources such as laptop computers, camcorders and even digital camera. You just have to match the connection type from your device to the matching connector on the plate. Connecting some of the more common external input devices is described below.



Podium connection plate



There is also a port (marked control panel) on the auxiliary connection plate that allows you to plug in a hand held control panel if you have trouble using the podiums built-in control panel.

An auxiliary input is included on the auxiliary connection plate for plugging in devices such as a video camera. It is marked *Aux 1* and will accept both sound and video input through the marked jacks. To play video from a camcorder, plug a video and audio patch cord into your camera and then into the *Aux 1* video and audio jack on the auxiliary connection plate. Set your camcorder to “VTR” mode (your camcorder may have a different name for the setting that allows it to play video out)

and press play. On the control panel, press the Aux button **7**. You can control the volume of the audio by using the Mute **14**, and the Up **15** and Down **16** volume buttons on the control panel. The VCR control buttons on the podium control panel **9** through **13** will not work on a camcorder plugged into the “Aux 1” ports.



Other connection ports on the auxiliary connection plate are for nonstandard podium equipment such as a smartboard computer. This is a large touch-screen monitor based system found in just a few classrooms on campus. The primary piece of equipment that is expected to be connected to the auxiliary connection plate is a laptop computer.

### Connecting a Laptop to the Projector

1. Turn on the projector as described above.
2. Locate the VGA cable stored in the bottom drawer of the podium.
3. Connect one end of the cable to the video out port on the back of your laptop (on a Dell, the port is blue).



4. Connect the other end of the cable to the VGA port in the laptop section of the connection plate. The connection plate is on the side of the podium.
5. If you need sound from your laptop, find the wire in the drawer that has mini stereo jacks on either end, plug one end into the audio out jack of the laptop and the other end into the audio jack in the laptop section of the connection plate.
6. The volume can be controlled using the Volume buttons **15 - 16** on the control panel. The relative volume level will be shown by the row of red LED lights below the volume buttons.



7. If you still cannot hear the sound from your laptop, please check the laptop sound controls. You may have the sound either turned down or muted on the laptop.

8. After your laptop is connected to the side of the podium and the projector has warmed up, press the Laptop button **4** on the control panel to send the video signal from the laptop to the projector.

! If you press the Laptop button **4** before the projector finishes warming up, you will need to press it again to get the Laptop video to go to the projector.

9. Your laptop needs to send a video signal through its external video port for it to show through the projector.

**On a Dell laptop:** this is done by pressing the  key and the  key at the same time (you may need to press this key pair several times).

**Mac laptop users:** make sure you connect the VGA cable (the one with 15 pins) to your Mac and the “Laptop” port on the podium before starting your Mac. Otherwise, you will need to restart your Mac for the image to be displayed.



### Accessing the Internet from a laptop

1. If you need to access the Internet from your laptop, locate the Ethernet cable in the podium drawer.
2. Before you turn on your laptop, plug one end of the cable into the laptop Ethernet port and the other end into the Ethernet port found on the connection plate on the side of the podium.

! If you press the Laptop button **4** before the projector finishes warming up, you will need to press it again afterwards to get the laptop video to go to the projector.

## The Document Camera

The document camera has the ability to project images of items placed underneath its camera. Paper documents are projected in a similar fashion to an opaque projector while transparencies are shown as if coming from an overhead projector. It can also project an image of any three-dimensional object that will fit on the document camera platter.

To project images recorded on *transparent media* (overheads or X-Rays), press the document camera button marked Light to turn on the light table.

The camera head also swivels up and down so that you do not have to shift a book up and down as you project it. Just swivel the camera head so that it points at the section you wanted to show. The zoom will allow an image between 19mm -- 365mm.

The camera head of the document camera has control buttons mounted in it to allow you to zoom in and out on an object. This allows you to show an overview of an object to help orient your students and then zoom in on a section of the whole to talk about specifics.



## Using the Document Camera

1. Turn on the projector as described above.
2. Turn on the document camera using the POWER switch located on the side of the document camera base.
3. On the control panel, press the Doc Cam button **6** to show the document camera image on through the projector.
4. The zoom controls and the auto-focus are located on the top of the document camera head. A remote control unit is available for use if you are not able to reach the controls. Please call the Help Desk at ext 4000 for assistance.
5. You can swivel the camera head to point at a portion of the document that you want to project as well as zoom in on portions of a document for emphasis.
  - ! If you press the Doc Cam button **6** before the projector finishes warming up, you will need to press it again afterwards to get the document camera video to go to the projector.
  - ! After using the document camera, if you find you are unable to switch back to another input source such as the computer or VCR, turn the document camera off and retry switching to the other input source.



## Helpful Hints

1. Did you know you can blank the screen by pressing the Blank button **8** on the control panel? Just press it again to resume the projection.
2. Most podium computers are not loaded with Macintosh conversion software. To get around this issue, place your documents on OneNet (<https://onenet.utc.edu>) and access them from the classroom, or copy them to a PC-formatted diskette or Zip disk before the presentation.
3. Remember that the **RESET** button (the white button located on the front of the podium below the VCR) is your first recourse if the control panel is not responding and the projector has had sufficient time to warm up or cool down.
4. Some larger rooms (Grote 129, Fletcher 100, 113, and 114) have wireless microphone systems built in. The microphone should be stored in the drawer in the bottom of the podium. It is also possible to plug an external microphone into the "audio" jack on the side connection plate of the podium.
5. The connection plate on the side of the podium also contains inputs for an auxiliary source that can be selected in the podium control panel.
6. A hand-held control panel is available for those who are physically unable to reach the built-in control panel on the podium.
7. If you need specific software installed on a podium computer, please call extension 4000 (cell phones call 425-4000) at least one week ahead of time.
8. If you need any other assistance please call the Help Desk at extension 4000 (cell phones call 425-4000.)

\*\*\* There are podiums on campus that have more equipment than the standard components listed here. If you need help with any component on a podium that is not listed here, please call the Help Desk at extension 4000 (cell phones call 425-4000.)