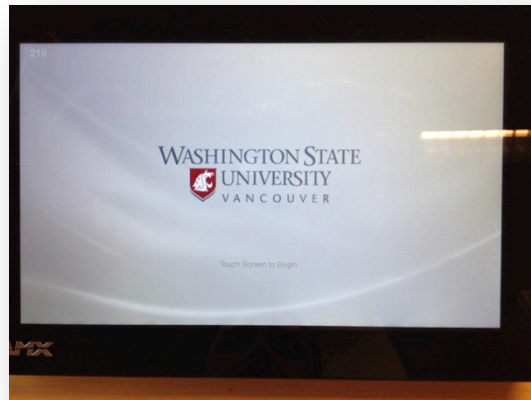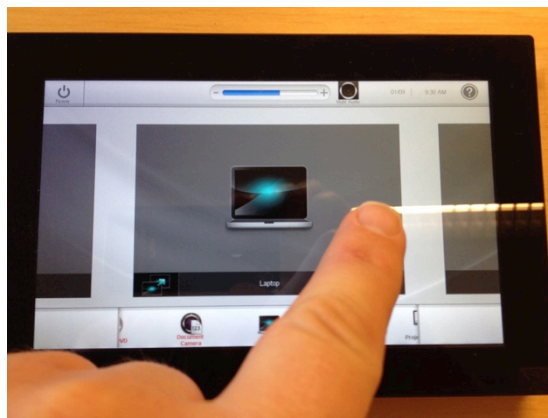# Multimedia Classroom Building Technology Podium Guide

Welcome to the Multimedia Classroom Podium. This is a quick reference guide for using the podium features. If you find equipment not functioning or you experience any troubles with the equipment, please contact Vancouver IT at **6-9770** or **helpdesk@vancouver.wsu.edu.**

Turning on the system:
To turn the system on, locate the AMX touch screen control mounted on the podium. This is the "remote control" for the podium.

Touch the screen to begin your session. You will be presented with options for what to display as the projector warms up and the screen extends.

With a swiping motion of your finger, you can swipe through the display options to select the device to display. Once you have the device to display on screen, tap the icon for the device. This device will now show on the projector and the desktop monitor.

To use the Room PC:
To use the PC provided in the classroom, turn on the system and select Room PC from the display options.

Turn on the Room PC by depressing the power button on the front of the PC

The PC will boot up and you will see it displayed on the podium monitor as well as the projector

Login to the PC with your WSU Network ID credentials. A local profile will be created for you on the Room PC.

You can now use computer materials as needed.

To use the Woflvision Document Camera:
To use the Wolfvision document camera to show hard copy materials or objects, turn on the system and select Document Camera from the display options on the touch screen control.

Turn on the Wolfvision document camera either by lifting the camera head into place (as shown in picture below) or if the camera head is already lifted, touch the power button on the Wolfvision device

The image from the Wolfvision will display on the screen on the device as well as the desktop monitor and projector. To control how your image looks, use the controls on the camera head portion of the document camera.

Please turn off the power to the Wolfvision document camera when you are finished using it.

To Use the Blu-Ray / DVD / CD player:
For playing back BluRay, DVD or CD audio, turn on the system and select BluRay from the display options. You will get a set of controls for the BluRay player appearing on the touch screen (options like power, open/close tray, and other typical "remote control" type of buttons).

Insert your media into the player and touch the open/close button on the touch screen to close the tray. Once the disc is read, you can use the controls on the touch screen to navigate to your track . chapter or play the disc. When you are finished, touch the open/close button again to retrieve your media. PLEASE NOTE THERE ARE NO BUTTONS AVAILABLE ON THE FRONT OF THE PLAYER – YOU MUST USE THE TOUCH SCREEN CONTROLS.

To use your own or a guest laptop:

To utilize your own laptop, connect it to the cable provided next to the document camera. For laptops with a VGA connection, use the VGA + mini-plug audio connector, for digital laptops, use the HDMI cable. The system will automatically sense which type of connection has been made when you select "laptop" from the touch panel options.

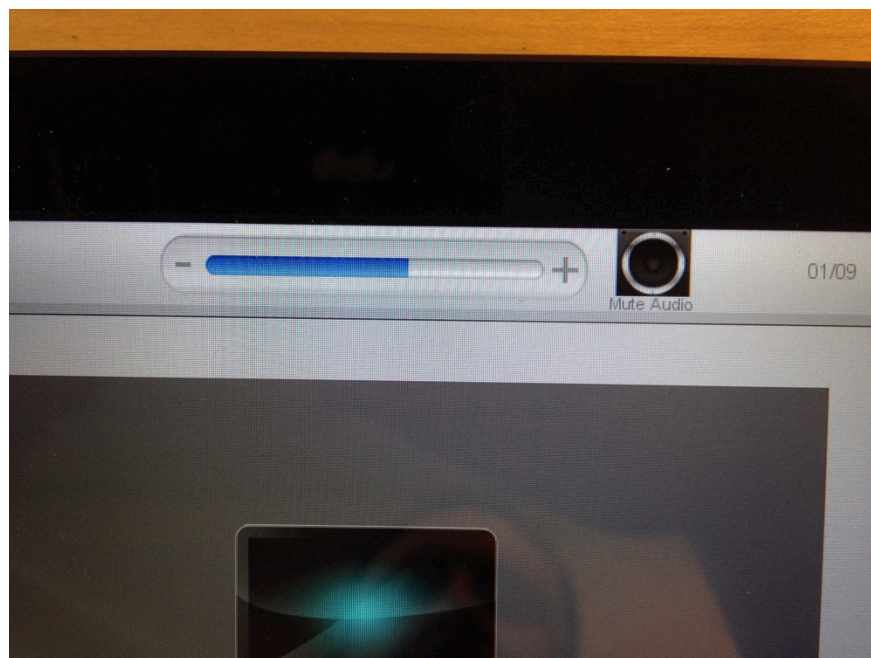VGA type analog connection   HDMI type digital connection

Order of operations for connecting your laptop:

- ✓ Connect your laptop to the appropriate connection while the system and your laptop are turned off.
- ✓ Turn on the projection system via the touch panel control
- ✓ Turn on your laptop power

Most times, your laptop will sense the external display connected when it boots up. If it does not, follow your laptop manual instructions for toggling the display for external display.

To Adjust the system volume:

Use the audio volume slider at the top of the touch screen control. There is a mute/unmute button to the right of the volume slider. By default the audio will come on at 50%. If you hear no audio with the volume turned up, check the computer to make sure it's not muted as well.

To turn the system off:

When you are finished with class, please log off of the room computer if you've used it, and touch the power button in the upper left corner of the touch screen. It will ask you to confirm that you wish to shut down. When you confirm, the screen will retract, the projector will turn off and it will run the fan on the projector until it has been cooled.