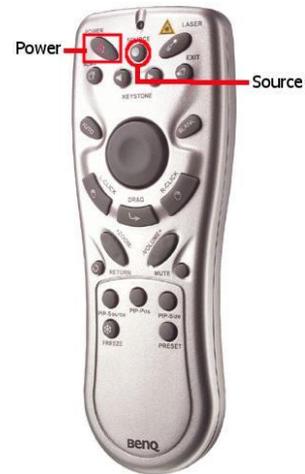


T105 Smart Podium Instructions

Using the Podium to Show a PowerPoint Presentation:

1. Turn on the Projector by pointing the remote at the front of the projector and press and hold the button labeled **POWER** for 3 seconds.
2. Turn on the **NOTEBOOK**.
3. **Login** to the PC using the same login you use at your desk or use the guest account.
4. Open **My Computer** and then open your '**H:**' drive and browse to your saved PowerPoint presentation and open it¹.
5. Start the Slideshow by pressing **F5** on the keyboard or pressing the **F5/esc** button on the Logitech Presenter.
6. Press the button labeled **SOURCE** until the input is '**analog RGB**'. (Only perform this step if computer screen is not being displayed on the projector screen) (if nothing is displayed press Fn and F4 on the laptop to switch to dual display mode, then again to switch laptop display back on).
7. Logitech Presenter can be used to navigate through the presentation by pressing either the left or right arrow buttons on the front of the advancer or you can use the keyboard.
8. If your presentation has sound, make sure the Amplifier is set to a desirable volume level. Usually this is the fifth dot from the left on the knob labeled **COMPUTER**.



To turn off the podium after use:

1. Turn off the Projector by pressing the button labeled **POWER**. A message will come up on the screen asking if you want to turn off the projector. Pressing the button labeled **POWER** a second time while this message is on the screen will power down the projector.
2. Close PowerPoint and shutdown the PC by clicking **START** -> **SHUTDOWN** -> and click on **SHUTDOWN** on the window that pops up.
3. Turn off the Amplifier if it was used (reset volume level to the fifth dot from the left).

¹If you are logging in using the Guest account, you will have to load your PowerPoint Presentation from either a **USB** memory stick or from a **CD/DVD** disc.

Using the Podium to Show a DVD/VHS video:

1. Turn on the Projector by pointing the remote at the front of the projector and press and hold the button labeled **POWER** for 3 seconds.
2. Turn on the **DVD/VCR** Combo (inside the podium)
3. Press the button labeled **SOURCE** on the projector remote until the **DVD/VCR** output is displayed on the projector screen. (Only perform this step if the video is not being displayed on the projector screen)
4. Turn on the Amplifier (inside the podium) and adjust the volume level to the fifth dot from the left on the knob labeled **DVD/VCR**. (Volume level can be adjusted at anytime during the video)
5. Insert your **DVD** or **VHS** tape into the **DVD/VCR** combo.
6. If video will not start, press the **DVD/VCR** button on the front of the **DVD/VCR** combo to switch to the desired function. (Current selected mode is displayed on the **DVD/VCR** combo's front display)
7. When you are finished you can eject the **DVD** disc or stop and rewind the **VHS** tape and then remove it



To turn off the podium after use:

1. Turn off the Projector by pressing the button labeled **POWER**. A message will come up on the screen asking if you want to turn off the projector. Pressing the button labeled **POWER** a second time while this message is on the screen will power down the projector.
2. Turn off the Amplifier (reset volume level to the fifth dot from the left).
3. Turn off the **DVD/VCR** combo (remember to remove your **VHS** tape or **DVD** disc before turning it off)

If you have any questions or would like to schedule a tutorial on using the SMART Podium, please call the computing services help desk at 479-9316