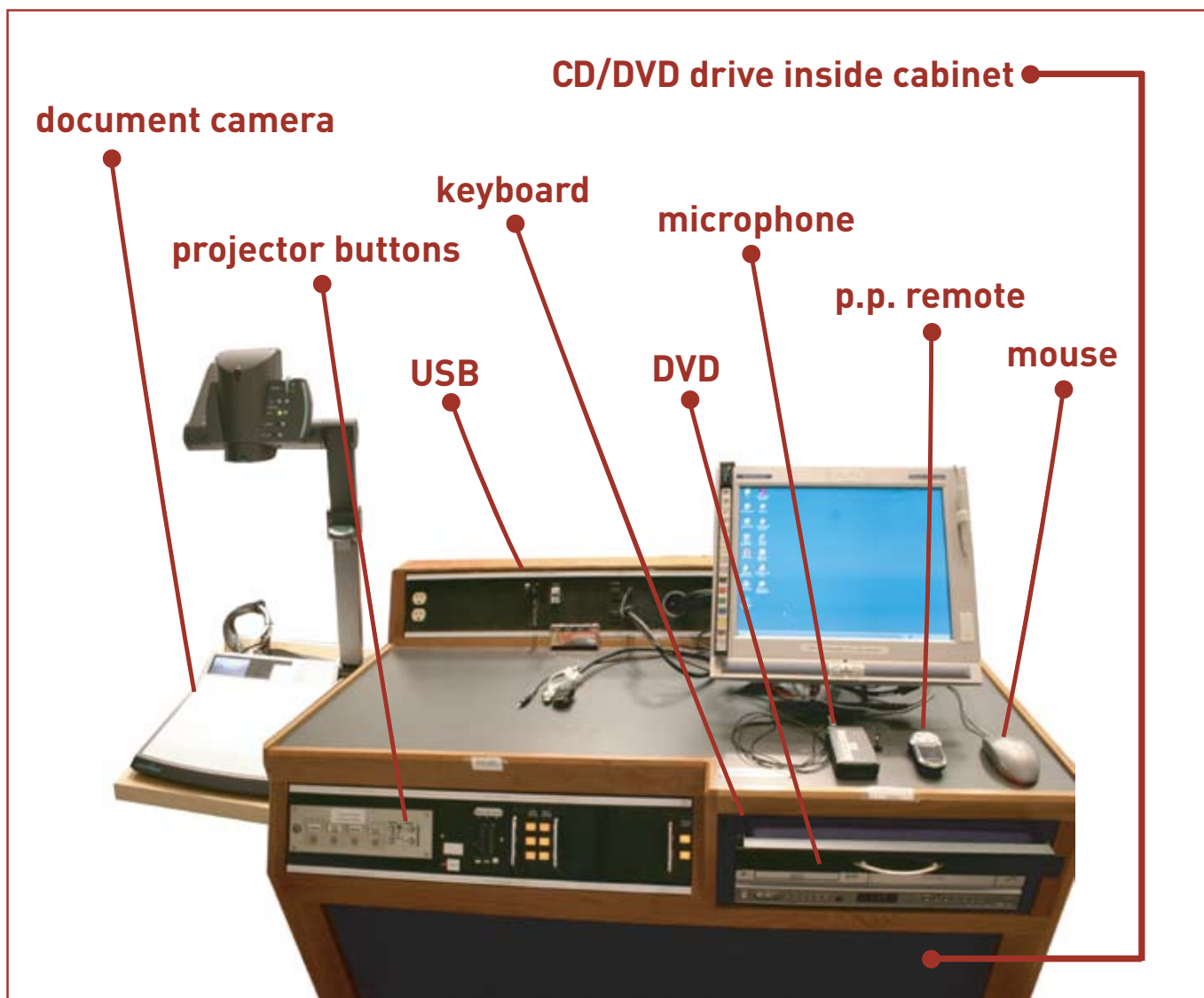
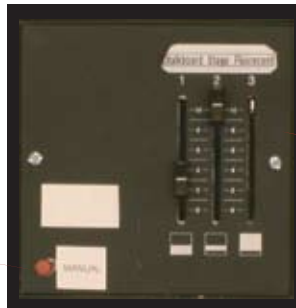


Podium Instructions: *M104 Podium*



1. Turn on the Lights

Press to Gain Control of Lights
(Toggles the controls from the back to the podium)



Chalkboard

Podium

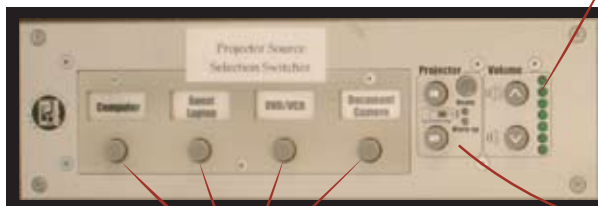
Flourescent



These symbols shows where the light is illuminating.

Note: Chalkboard and Podium light hinder projection to the screen

2. Turn on the Projector a. Select the Current Input



Increase or Decrease
Computer Volume

Turns Projector On / Off
(Wait 20 seconds for the projector to warm up, before selecting input)

Choose Source for Projector

3. Connecting to the Computer a. To Project Laptop; Connect using VGA Cable



This is a **VGA Cable**; Plug into your laptop for Projection Screen viewing.

Once connected press Function F8 / F10 to view laptop on projection
(The command varies from Cpu).

[Add your specific DVI / VGA
"Dongle" if using a Mac]

3. (Continued)

b. To Transfer Files; Connect using USB or CD/DVD



Our computers have
USB compatibility.



Podium has a CD/DVD rom drive.
You may transfer files from CD/DVD
onto the desktop.
(Running Information directly from
the CD/DVD slows performance)

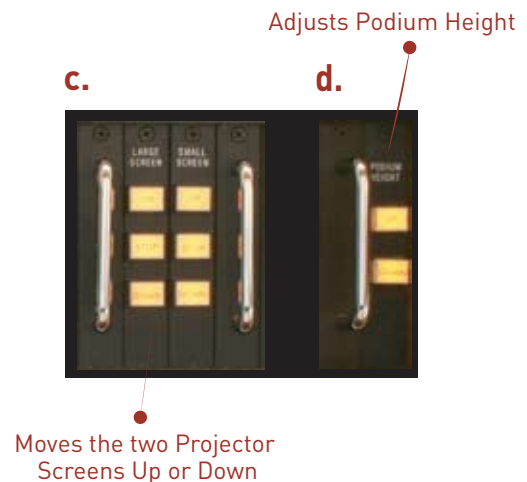
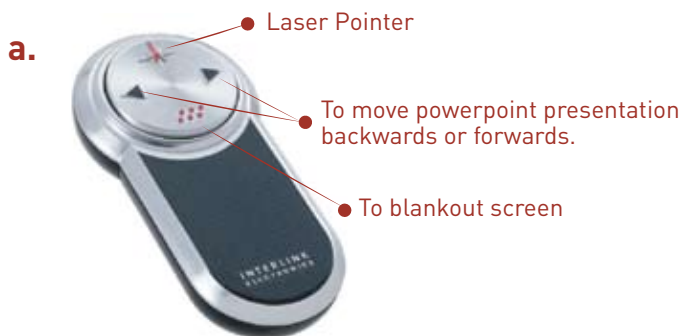


This is a USB External Device;
EdTech provides one on the podium
if you wish to transfer files from your
laptop into our podium computers.

4. Other Tools on the Podium

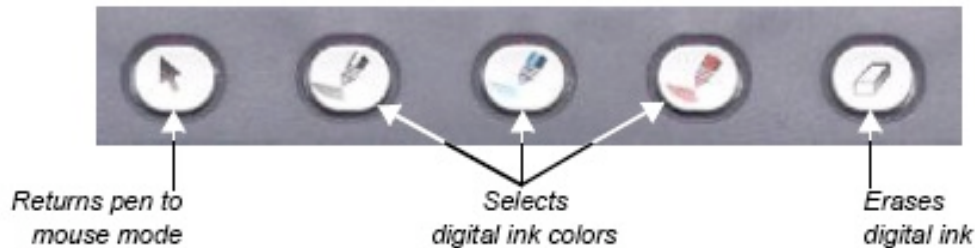
a. Power Point Remote b. Clip-On Microphone

c. Projector Screen Controls d. Podium Height Adjustment

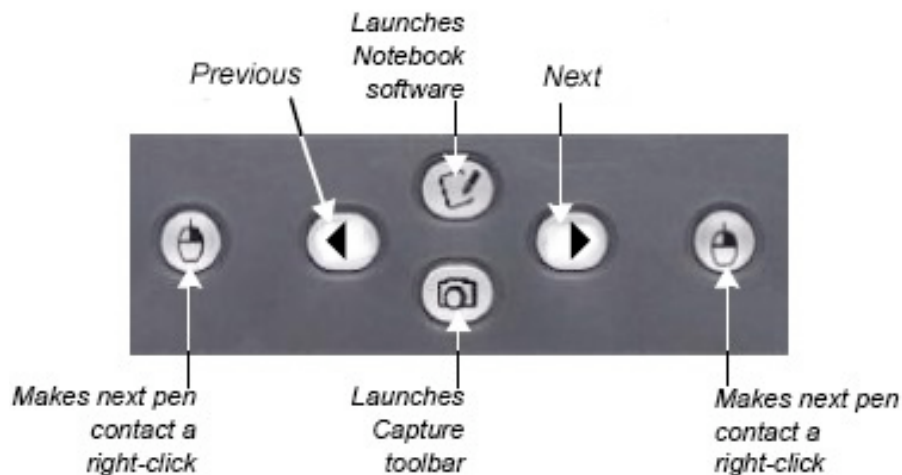


Digital Ink Basics

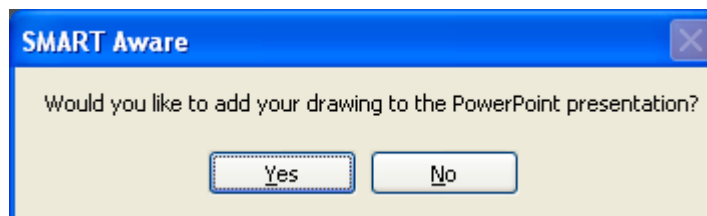
The Sympodium® display lets you mark-up your PowerPoint presentations and other documents with digital ink using the pen or the mouse.



- 1) **To activate digital ink:** click any of the ink color buttons at the top of the display or click the color palette icon on the desktop to choose a different color.
- 2) **To ink:** use the pen or the mouse to draw on the screen.
- 3) **When done inking:** click the cursor (⏏) button to return to mouse mode, return the pen to the pen tray.



To save your inking in PowerPoint: When you exit your slideshow, click 'Yes' to add your drawing to the PowerPoint presentation. Save the changes to your presentation before closing it.



If you have any questions, please contact us at: medscheduler@lists.stanford.edu

Technology Instructions: Document Camera



Set Up

1. Press Doc Cam (**Document Camera**) Button on podium control panel for left or right projector. (Wait 20 seconds for projector to turn on).
2. Pull **Document Camera** from drawer.
3. Lift and straighten the camera arm by pulling upwards on the Wolfvision handle. **The Document Camera** should automatically turn on.

Please turn off Document Camera
After Usage

Document Camera

1. The camera and light turns on automatically when the arm is raised. Press the **POWER** button to turn it on or off again.
2. Light the overhead bulb by repeatedly pressing the **LIGHT** button.
3. Push upwards on the **ZOOM** button to zoom the **Document Camera** out.
4. Grasp and rotate the head of the **Document Camera** to aim it at your object.
5. The **Document Camera** auto-focuses very well (green light indicates auto-focus is on), but there are also manual focus buttons.

Freeze: You can freeze the image being projected by pressing the **FREEZE** button.