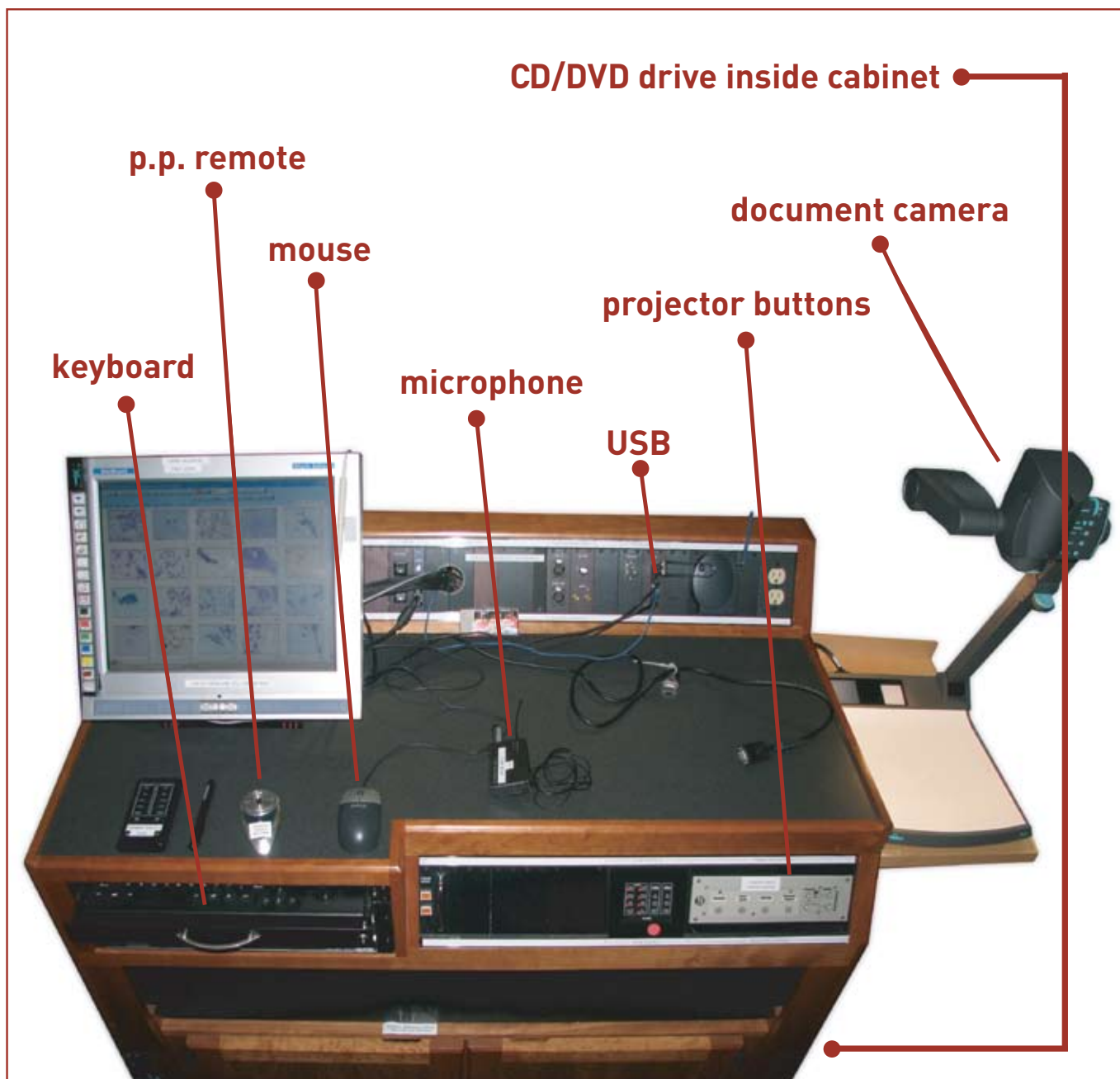


Podium Instructions: *M106 Podium*

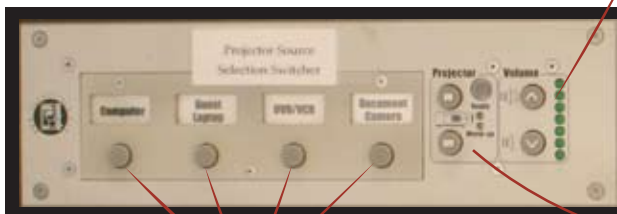


1. Turn on the Lights



Press on buttons for desired lighting
(Toggles the controls from the back to the podium)

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)

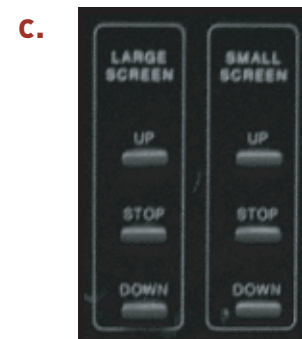
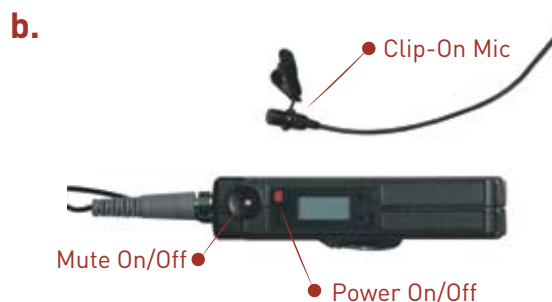
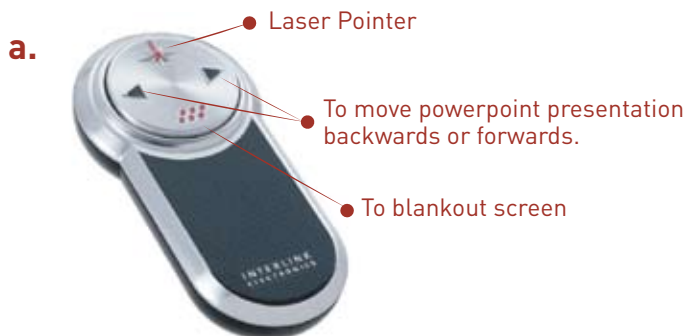


This is a **USB External Device**;
EdTech provides one on the podium
if you wish to transfer files from your
laptop into our podium computers.

4. Other Tools on the Podium

a. Power Point Remote b. Clip-On Microphone

c. Projector Screen Controls



Moves the two Projector
Screens Up or Down

Technology Instructions: *Digital Ink*



Control Panel

pen

push button controls

- Move to Next Slide
- Move to Previous Slide
- Activates Pen
- Activates Eraser
- Activates highlighter
- Pen to Mouse
- Inserts a blank slide after the current
- Imports document camera image
- Exits presentation and shows thumbnails.
- black
- red
- green
- blue
- yellow
- brown
- other color

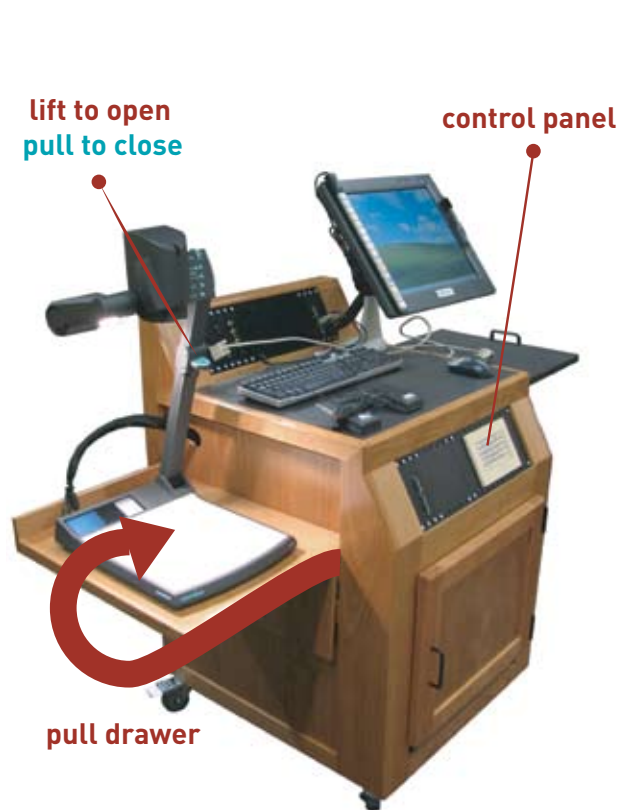
Set Up

1. On the control panel, press **PC** if using the desktop computer or **LAPTOP** if connecting via your own cpu through VGA.
2. Open Power Point file and start slideshow.
3. Press **Pen to Mouse** and use **Pen** on monitor.

Select Color

Choose color from a palette.

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.