Podium Instructions: M112 Podium

USB

document camera

microphone

keyboard

mouse

projector buttons

USB

CD/DVD drive inside cabinet
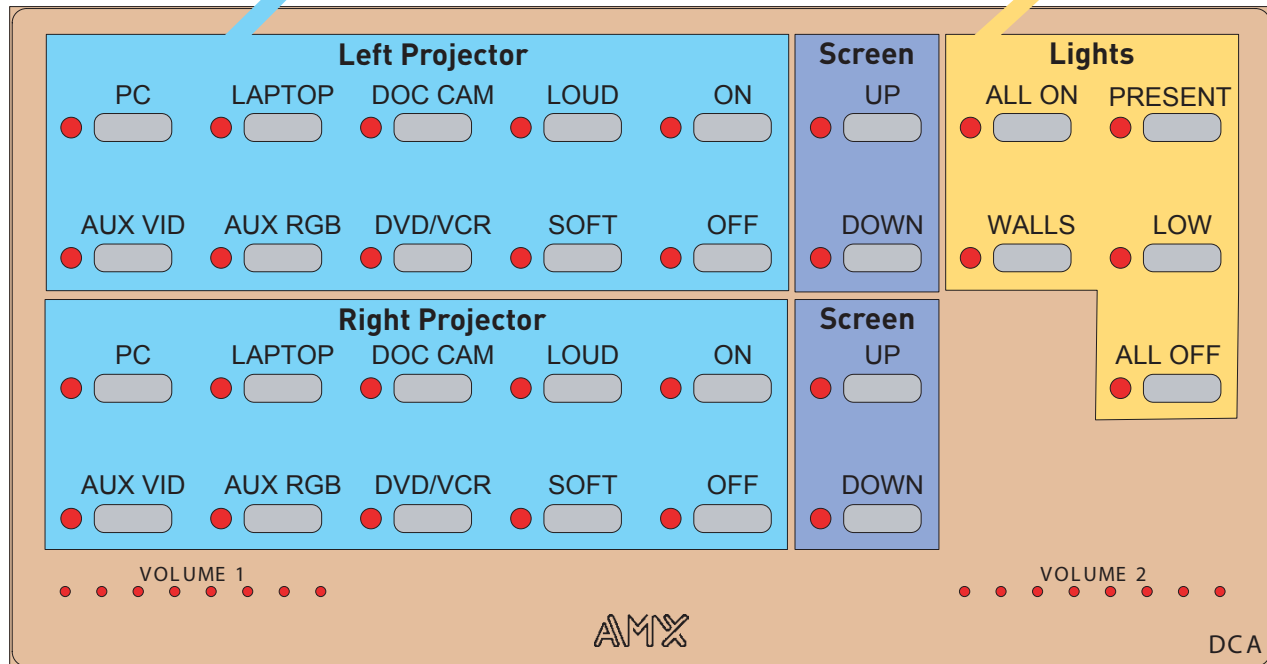
2. Select the Desired Input
(Projector Screen automatically comes down when selecting input)

1. Turn on the Lights

Left Projector

PC	LAPTOP	DOC CAM	LOUD	ON

AUX VID	AUX RGB	DVD/VCR	SOFT	OFF

Screen
UP

DOWN

Lights

ALL ON	PRESENT

WALLS	LOW

ALL OFF

Right Projector

PC	LAPTOP	DOC CAM	LOUD	ON

AUX VID	AUX RGB	DVD/VCR	SOFT	OFF

Screen
UP

DOWN

VOLUME 1

VOLUME 2

AMX

DCA

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

+

(Add your specific DVI / VGA "Dongle" if using a Mac)

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).

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.
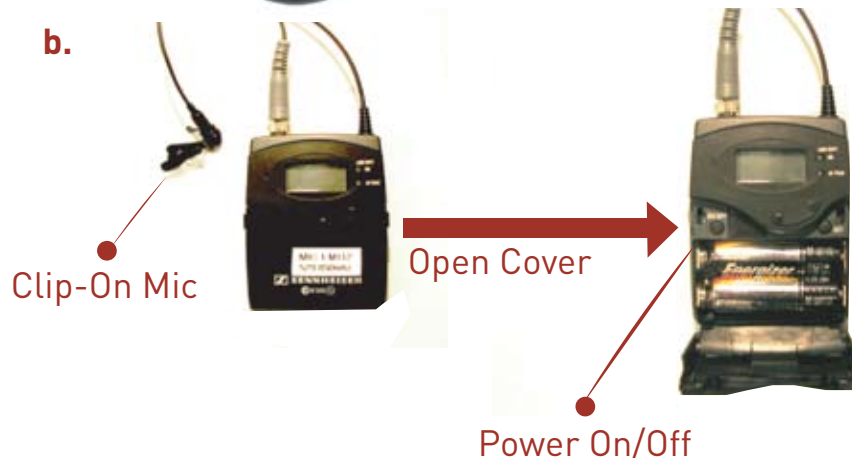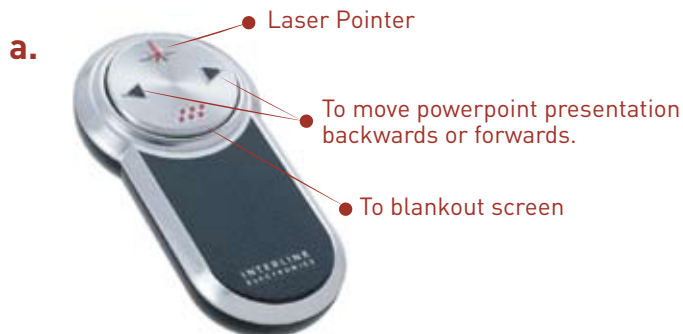(Running Information directly from the CD/DVD slows performance)

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.
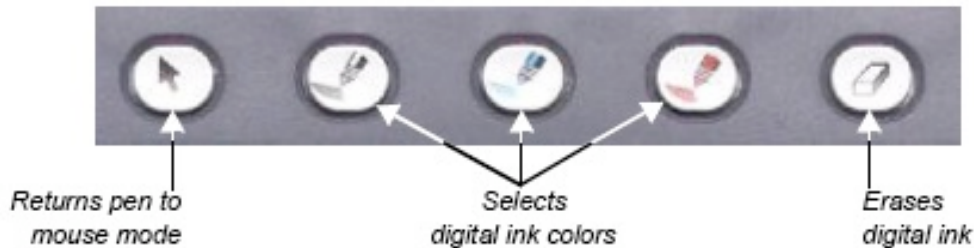
4. Other Tools on the Podium
a. Power Point Remote
b. Clip-On Microphone

a.

Laser Pointer

To move powerpoint presentation backwards or forwards.

To blankout screen

b.

Clip-On Mic
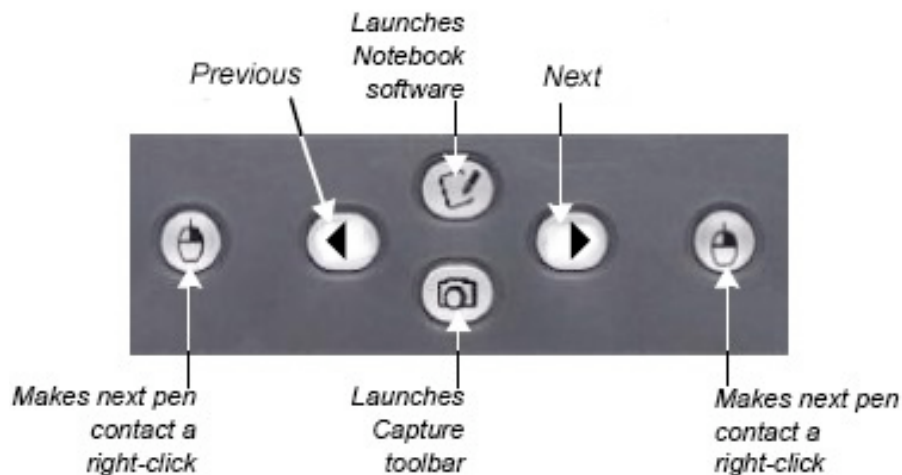
Open Cover

Power On/Off

irt EDUCATIONAL TECHNOLOGY

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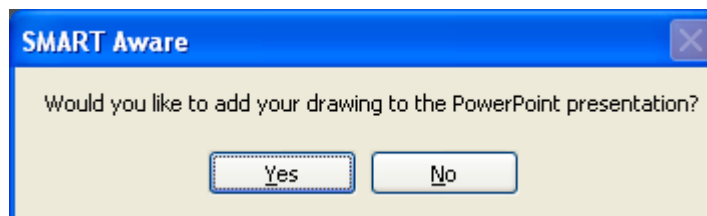
The Sympodium® display lets you mark-up your PowerPoint presentations and other documents with digital ink using the pen or the mouse.

Returns pen to mouse mode | Selects digital ink colors | Erases digital ink

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.

Launches Notebook software
Previous | Next

Makes next pen contact a right-click | Launches Capture toolbar | Makes next pen contact a right-click

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.

SMART Aware

Would you like to add your drawing to the PowerPoint presentation?

[Yes]   [No]

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

Technology Instructions: *Document Camera*

lift to open
pull to close

control panel

pull drawer

zoom

focus

freeze

rotate to aim

pull to close
lift to open

light box

power on/off

light

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.