Getting Started

- Touch the black touchscreen screen affixed to the back of the podium twice to turn on the system. The projector screen will come down automatically.
  - If the projector screen does not come down automatically, use the right-most grey UP/DOWN switch to manually control the projector screen.

Room Lighting

- Below is a schema of the white panel that controls the room’s lighting. The square represents the button you should press: the square next to Preset 1 will run Preset 1.

<table>
<thead>
<tr>
<th>Chalkboard Lights</th>
<th>Preset Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON/OFF</td>
<td>ON/OFF</td>
</tr>
<tr>
<td>Seating Lights</td>
<td>Preset Levels</td>
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<tr>
<td>▲</td>
<td>1</td>
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<td>▼</td>
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<td>3</td>
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<td>4</td>
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</table>

- Use the presets under the Preset Levels label to control the room lighting. Preset 1 outputs the most light, while Preset 4 outputs the least light. The ON/OFF label will turn the lighting system wholly on/off.
- You can enable the main podium and chalkboard lights by pressing the Chalkboard Lights’ ON/OFF button.
- Tweak the room’s seating lighting by pressing the up or down arrows below the Seating Lights label as desired.

Using the Projector System

Projecting from the VCR

- Press the VCR button from the menu pane on the left side of the touch screen.
- Insert your videotape into the Samsung VCR/DVD player located in the right-hand black cabinet.
- Press the Eject button, marked by a green circle, to eject the VHS tape.
- Use the controls on the podium touch screen as desired.

Projecting from the Lectern PC

- Press the Lectern PC button from the menu pane on the left side of the touch screen.
- If necessary, turn on the PC, which can be found inside the right cabinet underneath the desk, and the computer monitor by pressing the button on its lower right corner.
- If the computer is locked, use the following information to log in to it: Note that there are two zeroes after the ‘r’ in the password below.

User name: 
Password: 

Projecting from your Laptop

- Press the Laptop button from the menu pane on the left side of the touch screen.
- Locate the applicable VGA and headphone cables from the Estron Cable Cubby in front of the monitor and insert them into your laptop’s corresponding VGA and headphone ports. Note: if you have a Macintosh laptop, you may need an adapter for the VGA cable.

Blanking the screen

- During your presentation, you can blank the screen and leave the projector running by pressing the button labeled Blank Screen.
Projecting from the DVD or Blu-Ray Player
- Press either the DVD or Blu-Ray button from the menu pane on the left side of the touch screen.
- Insert your DVD or Blu-Ray disc into the Sony BD/DVD player located inside the main central cabinet by pressing the Eject button, marked by a red sticker, to the right of the DVD slot.
- Use the controls on the podium touch screen as desired.

Projecting from the Document Camera
- Open the drawer on the right side of the desk.

Note: If there is no document camera in the desk drawer to the left of the monitor, please notify Tisch Media Center staff immediately.

- Press the Doc Cam button from the menu pane on the left side of the touch screen.
- Raise the camera arm by pulling on the ring (red) and rotate the circular lens away from you to face the glass base (blue).
- Press the Power button, the button to the right of the Wolfvision label at the top of the document camera.
- Center your document on the camera’s glass.

- Use the buttons located on the camera’s lens to focus on or to zoom in/out of your document.

Projecting from an Auxiliary device
- Press the Aux Video button from the menu pane on the left side of the touch screen.
- Connect the single black RCA cable from the Estron Cable Cubby cables into the video port of your auxiliary device.
- Connect the joined red/black RCA cables from the same receptacle into the two audio ports of your auxiliary device. Connect the red cable into the red (right) audio port and the black cable into the white (left) audio port.

Controlling Audio
- Use the UP or DOWN arrows under the Volume label on the touch screen to control all audio passing through the system, or press Mute to mute all audio.

Controlling the Microphone
- Press the Mic button at the center of the right side of the screen.
- Adjust the microphone’s volume by pressing the UP or DOWN arrows under the Mic label on the podium’s touch screen, or the Mute button to mute the microphone altogether.
When your class is finished

Log off from the Lectern PC
- From the Start Menu, click the right-facing arrow next to Shut Down and select Log Off.

Shut down and store the Document Camera
- Remove your document from the camera.
- Press the Power button to switch off the document camera.
- Rotate the camera’s lens towards you, so that it pivots towards you on its axle.
- Pull down on the camera’s arm towards you so that it folds inwards and down upon the glass.
- Slide the drawer back into the podium, or return the document camera to Tisch Media Center.

Shut down the Touch Screen Control System
- Press the Shut Down button and subsequently the Yes button to confirm that you wish to turn off the system.

Final steps
- Close the cabinet doors.
- Log off from the PC if you have not already.
- Turn off the classroom lights.

Please remember to POWER OFF at the end of your lecture!