Podium Instructions: **M104 Podium**

- Document camera
- CD/DVD drive inside cabinet
- USB
- DVD
- Microphone
- P.p. remote
- Mouse
- Projector buttons
- Keyboard

AV SUPPORT 650-736-9854
Document Updated: March 29th 2007
1. **Turn on the Lights**

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

2. **Turn on the Projector**
   - **a. Select the Current Input**
     - Press to Gain Control of Lights (Toggles the controls from the back to the podium)
     - These symbols show where the light is illuminating.
     - Note: Chalkboard and Podium light hinder projection to the screen

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

   a.
   - Laser Pointer
   - To move powerpoint presentation backwards or forwards.
   - To blankout screen

   b.
   - Clip-On Mic
   - Mute On/Off
   - Power On/Off

   c.
   - Adjusts Podium Height

   d.
   - Moves the two Projector Screens Up or Down
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.