Podium Instructions: **M106 Podium**

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

Choose Source for Projector

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

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

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

- Clip-On Mic

- Mute On/Off
- Power On/Off

- Moves the two Projector Screens Up or Down

Laser Pointer
- c.
Technology Instructions: Digital Ink

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.

- **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.

- **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.