Podium Training

This document provides information on using the classroom podium features to facilitate classroom teaching.

Projector

The projector is controlled by the podium console and is activated upon system start up. Both single and dual-screen projectors are available in UNTHSC classrooms across the campus.

To Activate Projector

1. Touch the podium console view screen to activate.
2. Press the <u>Power</u> button on the podium console.
3. Select **On.** This will immediately turn on power to the projector.

   Note: The projector may take a few minutes to power on after touching the console view screen.

To Turn Off Projector

1. Press the <u>Power</u> button on the podium console.
2. Select **System Off**.
3. Select **Yes** on the next screen to confirm your decision.

iPod Dock

The iPod dock allows the instructor to play sound, video, or show images via their iPod phone, Shuffle, Nano, etc.

To View or Play iPhone/iPod Contents on Projector

1. Attach your iPhone/iPod to the docking station.
2. Select iPod on the podium console.
3. Select the desired video, song, etc. from the iPhone/iPod and press Play.

Booth PC

The PC is mounted underneath the podium. The instructor is able to use an external drive and present content via this computer.

To View Flash Drive Contents on Projector

1. Select Booth PC from podium console.
2. Ensure computer is on (check the pc light in the cabinet beneath the podium). If green light is not seen, turn on the computer.
3. Insert instructor flash drive into USB port.
4. Using the keyboard and mouse, open Windows Explorer.
5. Locate the desired file from the flash drive and click to open the file. Contents will appear on both the monitor and from the projector.

To close file content

1. Close selected file.
2. Click flash drive icon at the bottom right of the PC screen.
3. Select 'Safely Remove (*your flash drive name*)'.
4. Remove flash drive from PC underneath the podium.

PC laptop

The PC laptop is the computer the instructor brings with them to present their information.

To Connect Instructor Laptop to Podium

1. Select <u>PC laptop</u> from podium console.
2. Connect instructor computer to podium by attaching
   a. VGA cable
   b. Sound cable (*optional*)
3. Turn on instructor computer

Podium, Lavalier, and Handheld Microphones

The podium lavalier, along with the podium and handheld microphones allow the instructor to project their voice to an audience.

Using the Podium Microphone

1. Select <u>Mic</u> from podium console.
2. Manually adjust microphone height to instructor.
3. Manually adjust microphone volume by tuning Nob #1 on control panel in the cabinet below the podium.

Using the Lavalier Microphone

1. Select <u>Mic</u> from podium console.
2. Manually turn on lavalier microphone by pressing middle button atop the device. Green light will appear when device is on.
3. Unroll speaking extension to desired length and clip close to upper torso.
4. Set device in pocket, pants or other away from the speaking extension.
5. Manually adjust lavalier microphone volume by tuning Nob #2 on control panel in the cabinet below the podium.
   - To mute, quickly depress middle button atop the device once. Orange light will indicate 'mute' is on.
   - To turn off, depress middle button atop the device for approximately 2 seconds. No light will indicate power is off.

Using the Handheld Microphone

1. Select <u>Mic</u> from podium console.
2. Manually turn on handled microphone by pressing button aside the device. Green light will appear when device is on.
3. Manually adjust handled microphone volume by tuning Nob #2 on control panel in the cabinet below the podium.
4. To mute, depress middle button aside the device once. Orange light will indicate 'mute' is on.
5. To turn off, depress middle button aside the device. No light will indicate power is off.

Document Camera

The document camera allows for magnification of a
hard copy document. This instrument performs much
like an overhead projector and is controlled manually
by the instructor.

To View Projected Content with Document Camera

1. Select Doc Cam from podium console.
2. Double click the Doc Cam icon on the monitor.
3. Uncover lense on document camera.
4. Manually turn on power.
5. Use the **controls** to adjust view.

Turn Off Document Camera

1. Manually turn off power to the document camera.
2. Close the camera software on the computer.
3. Re-attach lense cover to camera.

DVD/CD Player

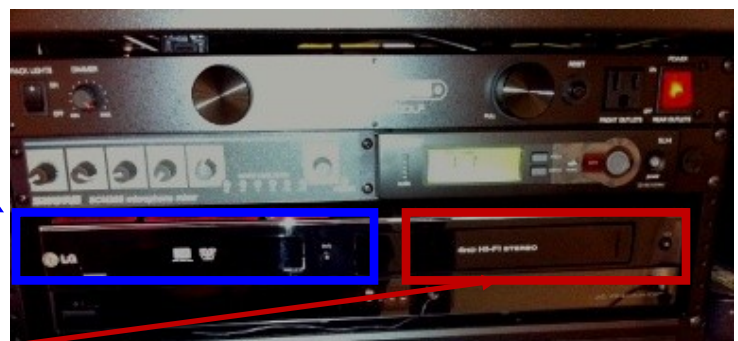The DVD/CD player permits the instructor to project video material to an audience.

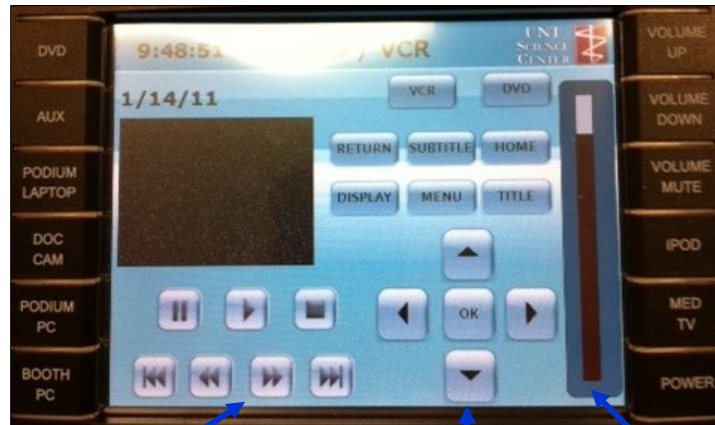**Using the DVD/CD Player**

1. Select DVD from podium
   console.
2. Insert **DVD** into left slot on
   control panel in cabinet
   beneath the podium.

   or

3. If **CD**, insert CD into right
   slot.

4. Adjust volume, track selection, and play features by tuning touch screen on podium.

Play features   Track selection   Volume
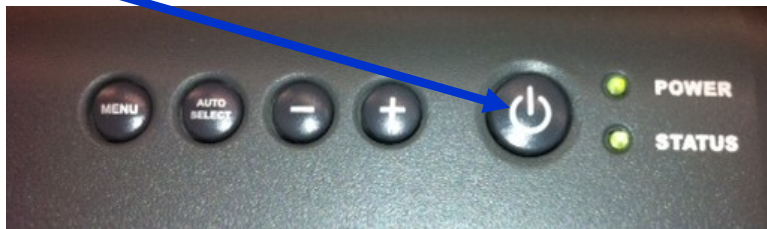
Ejecting the DVD/CD

1. Select <u>DVD</u> from podium console.
2. Depress the eject button aside either the DVD or CD slot and remove disk.

Sympodium

The SMART Sympodium unit allows the presenter/instructor to write on the open document or presentation using color.

To Turn On Sympodium

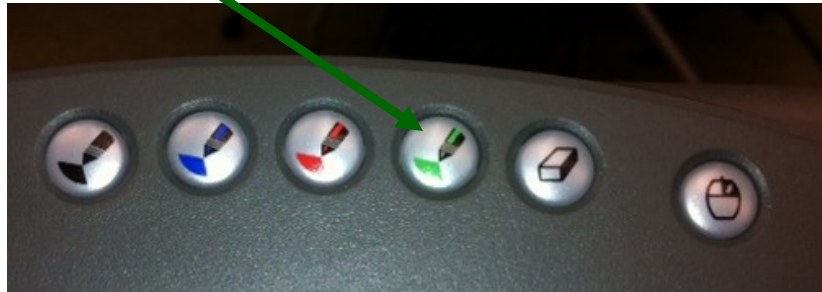1. Press the **Power** button on the monitor.

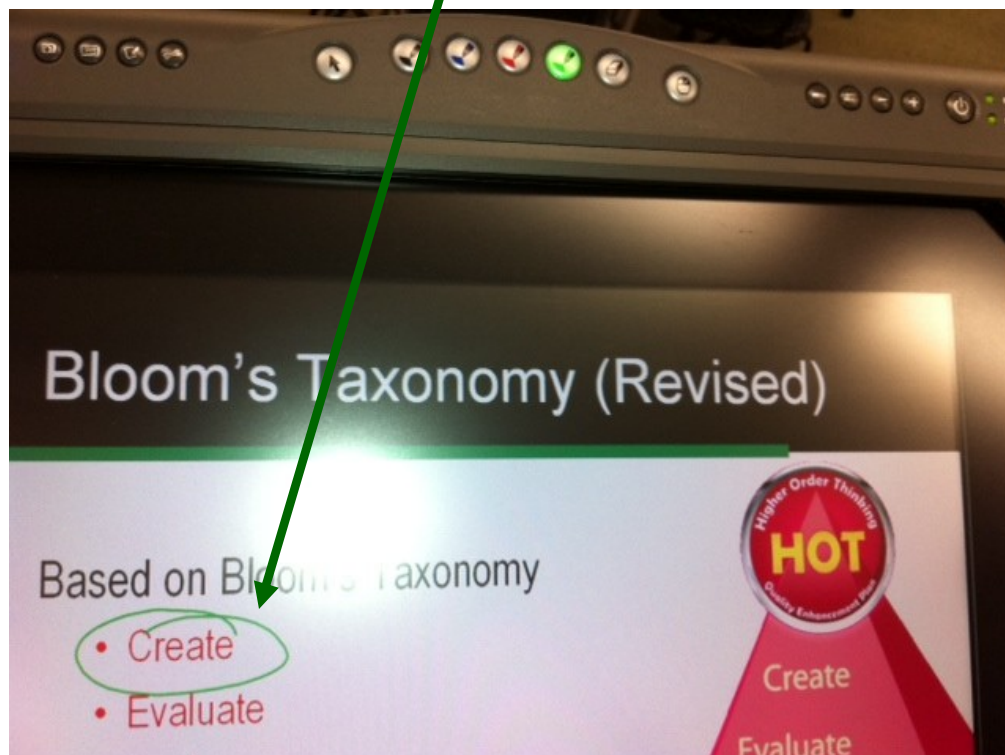2. Press the **SMART** button on the monitor for the Sympodium.

Use the Sympodium to:

1. **Write**

   a. Press the **Pen** button on the monitor illustrating the desired color.

   b. Use the Sympodium pen to **write** on the monitor in the desired portion of the presentation or document.
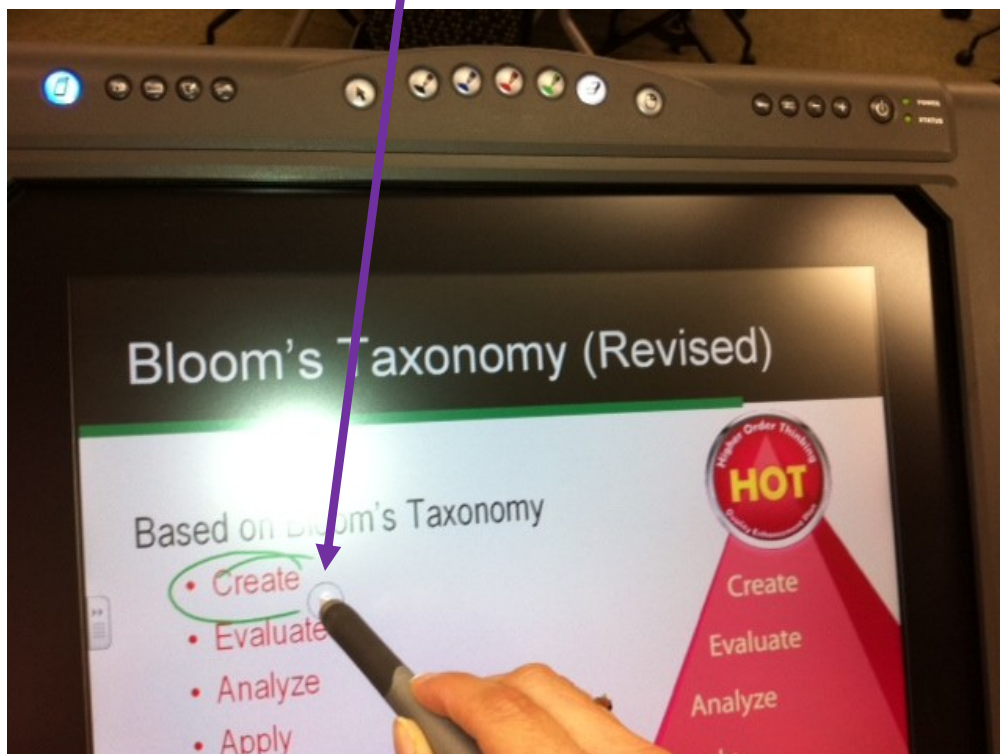

2. **Erase**
   a. Press the **Erase** button on the monitor.

   b. Use the Sympodium pen to **erase** the desired portion of previously highlighted area.

3. **Left Mouse Click**

    a. Press the **Arrow** button on the monitor

    b. Use the Sympodium pen to click on the monitor to advance a slide or open a document as you would use with an external mouse.

4. **Right Mouse Click**

    a. Press the **Mouse** button on the monitor.

    b. Use the Sympodium pen to click on the monitor to as a right click to perform any right-click operation as you would use with an external mouse.