Room 186 and 188
Smart podium instructions

1. If powered off, turn ON the **power** switch in the left hand desk cabinet to power on the systems.

1. Lower both **projector screens** by using the white switch (located on either side of the white dry-erase boards).

2. Turn the ceiling **projectors** on with the white **Epson remote(s)** located in the left hand desk cabinet.
3. Select your source on the video switcher located in the right desk cabinet by pressing PC, Laptop, VCR, or DOC (each button is labeled).

3. If you are using the desktop computer (PC) in the left hand desk cabinet, at the Novell log-in screen enter your credentials. Note: Detailed log-in instructions are attached to this set of instructions.

To play a DVD via PC, insert the disc and VLC player should automatically start the video (the “AutoPlay” menu should appear), if the video does not start, open “VLC media player” from the Start Menu, All Programe>VidoeLAN>VLC media Player, File>Open, browse to DVD Drive
If you need to play a **VHS tape**, open the right desk cabinet and insert your tape into the VHS player. Choose VHS input on video switcher.

4. If you are using the **document camera**, open the arms, and toggle the power switch at the top right hand corner of the unit. Note: On the Main output (lower left hand corner), make sure **RGB1** is selected.
5. If you are using your **own laptop**, there is a set of cables (VGA, Ethernet (CAT-5), audio (3.5mm)) to the left of the document camera you will need to hook-up.

The **sound** can be adjusted for each source using the mixer located in the right hand desk cabinet. Note: *If you are using the laptop, please make sure you turn the sound down on the MIXER all the way, then insert the jack into your laptop* (to avoid damaging the speakers).

Notes:

- For PowerPoint, there is a Logitech wireless presenter (**clicker**) in the left hand desk cabinet, pull the USB receiver out and plug into any available USB port on the computer.

If you have any questions or concerns, please contact colit@niu.edu or for immediate assistance call 753-1784.