Quick Reference Guide

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For support, contact the Help Desk

Email  helpdesk@ewu.edu
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Quick Reference Guide

Locating and Turning on the Podium PC
The classroom computer is a dual-boot MacMini, and it is located within the classroom equipment rack or is mounted to the podium cabinet itself. The computer has an optical disk drive and USB ports.

If the computer is off, you can turn it on by pressing the power button as shown below.

Projecting the Podium PC and Devices
Touch the Control Panel screen to begin using the Control Panel.

The Control Panel allows you to select and project devices, turn devices on or off, and switch between devices.

Projector screens will raise and lower automatically when a device is selected or shut off from the Control Panel.

Using the Control Panel, you may project:
- The Podium PC
- Your Personal PC or device
- The Document Camera
- The Blu-ray/DVD Player

Hooking Up a Personal PC or Device
Cables for hooking up a personal computer are located in the Cable Garage, which houses USB, HDMI, Network, and VGA cables.

- Use the HDMI or VGA cables to hook up and project your Personal PC. If you want audio when using the VGA cable, you will need to plug in the audio cable, which is attached to the VGA cable.
- Use the USB cable to hook up the Document Camera to your Personal PC.
- Use the Network cable to gain access to EWU’s internet.
  Note: Internet is also available wirelessly.

Locating and Using the Document Camera
The document camera is mounted in the ceiling above the podium. It projects items placed on the podium desktop.

To use the document camera, select the Document Camera icon on the Control Panel. The projector will turn on and the projector screen will lower automatically.

Control options become available on the Control Panel.

Note: Ceiling mounted document cameras are only available in classrooms.
Playing a Blu-ray or DVD

The Blu-ray/DVD player is located within the classroom equipment rack.

On the Control Panel, select the Blu-ray/DVD icon. The projector will turn on and the projector screen will lower automatically.

To play a Blu-ray disk or a DVD, open the Blu-ray/ DVD tray by pressing the open/close button located on the console inside the podium. Then, insert a Blu-ray disk or DVD into the tray and press the open/close button again to close the tray. The Blu-ray or DVD will begin to play.

Blu-ray/DVD player control options will be available on the Control Panel.

Controlling the Projector Screen

Projector screens will raise and lower automatically when a device is selected or shut off from the Control Panel.

To raise or lower the projector screen without selecting or shutting off a device, use the projector screen controls located on the wall near the podium.

Muting the Projector

If you want the projector to stop projecting without shutting it completely off, you may video mute the projector.

To mute the projector, locate and press the Video Mute icon on the Control Panel.

To unmute the projector, locate and press the Video Unmute icon on the Control Panel.

Shutting Down the Classroom

When you are done using the classroom, please shut down the room’s devices by pressing the Power icon, located in the upper left corner of the Control Panel.

Shutting down the classroom will turn off the Control Panel, the projector, and will raise the projector screens.

Shutting down the classroom will not log you out of the classroom’s Podium PC.
Podium PC

To Project the Podium PC

1. Locate the Control Panel and touch the screen.

   **Note:** If the Control Panel was asleep, you will have to touch the screen again to reveal device options.

2. Using the Control Panel, swipe through device options until you locate the “Podium PC” icon.

3. Press the “Podium PC” icon.
   This will lower the projector screen and the projector will turn on automatically.
Your Personal PC or Device

To Hook up your Personal PC or Device

1. Locate and open the Cable Garage on the podium desktop.

2. Choose the cable best suited for your personal PC or device (HDMI or VGA).

3. Pull the cable from the Cable Garage and plug it into your personal PC. The screen resolution on your personal device may change depending on the cable you use and your personal PC’s current display settings.

Note: If you are using the VGA cable, and you want sound projected through the roof mounted speakers, you will need to plug in the audio cable, which is attached to the VGA cable.
To Project your Personal PC

1. Locate the Control Panel and touch the screen.

   **Note:** If the Control Panel was asleep, you will have to touch the screen again to reveal device options.

2. Using the Control Panel, swipe through device options until you locate the “HDMI” or “VGA” icon.
   Chose “HDMI” or “VGA” depending on the cable you used to hook up your personal PC.

3. Press the appropriate (HDMI or VGA) icon.
   This will lower the projector screen and the projector will turn on automatically.
To Detach cable from your Personal PC or Device

1. Pull HDMI or VGA cable from your personal PC.

   Note: If your screen resolution changed when you hooked up your personal PC, it should now return to its usual resolution.

2. Locate and press the cable release button inside the Cable Garage.

3. Please guide the cable back to the Cable Garage as it retracts.

4. Close the Cable Garage
Document Camera

To Use the Document Camera

1. Locate the Control Panel and touch the screen.

   Note: If the Control Panel was asleep, you will have to touch the screen again to reveal device options.

2. Using the Control Panel, swipe through device options until you locate the “Document Camera” icon.

   This will lower the projector screen and the projector will turn on automatically. Doc Cam controls become available on the Control Panel.

4. Place the document you intend to display on the podium desktop.
   The camera is located in the ceiling directly above the podium.

5. Using the Control Panel, zoom and focus your document as needed.
Blu-ray/DVD Player

To Use the Blu-ray/DVD player

1. Locate the Control Panel and touch the screen.

   Note: If the Control Panel was asleep, you will have to touch the screen again to reveal device options.

2. Using the Control Panel, swipe through device options until you locate the “Blu-ray/DVD” icon.

3. Press the “Blu-ray/DVD” icon.
   This will lower the projector screen and the projector will turn on automatically.

   Note: Blu-ray/DVD controls become available on the Control Panel

4. Open the Blu-ray/ DVD tray by pressing the “open/close” button located on the console inside the podium.

5. Insert a Blu-ray disk or DVD into the tray and press the “open/close” button again to close. The Blu-ray or DVD will begin to play.
Switching between Devices

To Switch between Devices

1. Locate the Control Panel and touch the screen.

   **Note:** If the Control Panel was asleep, you will have to touch the screen again to reveal device options.

2. Using the Control Panel, swipe through device options until you locate the icon for the device you want to switch to.

3. Press the desired device icon.
   The new device will project to the projector screen.
Shutting down the Classroom

To Shut down the Classroom

1. Locate the power button in the upper left of the Control Panel.

2. Press the power button. An option to “confirm” will become available.

3. Press “confirm.”
   All devices, including the projector, will shut off. If the projector screen was down, it will raise automatically.

   **Note:** Shutting down the classroom will **not** log you out of the podium PC.