



# CLASSROOM MULTIMEDIA QUICK GUIDE

## PODIUM PC

Inside the podium, look at the **PC power button** near the top of the PC tower.

**SOLID BLUE:** PC is powered on.

**BLINKING BLUE:** PC is sleeping. **Press to wake.**

**DARK:** PC is powered off. **Press to power on.**

On the **SMART podium monitor**, look at the power button.

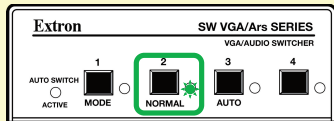
**SOLID BLUE:** Monitor is powered on.

**SOLID GREEN:** Monitor is powered on.

**SOLID RED:** Monitor is off. **Press to power on.**

**DARK:** Monitor is off. **Press to power on.**

Inside the podium, on the **Extron** box, press **button #2**.



Power on the **TV** or **SMARTboard**.

On the **TV remote** -OR- On the **SMARTboard tray**  
Press the Power button.

Pull out the keyboard and mouse drawer.

**Login** to the PC using these credentials:

Username: **SLU-PODIUM**

Password: **S@intleo**

Check the **volume level** of the PC using the Windows Volume

Control icon in the lower right corner of the screen.

## LAPTOP

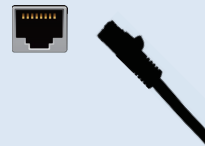
Attach loose end of the podium **VGA cable** to the laptop VGA port.



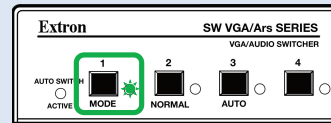
Attach loose end of the podium **audio cable** to the laptop headphone port.



Attach the loose end of the podium **network cable** to the Ethernet port on the laptop.



Inside the podium, on the **Extron** box, press **button #1**.

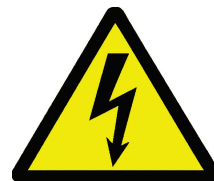


Power on the **TV** or **SMARTboard**.

On the **TV remote** -OR- On the **SMARTboard tray**  
Press the Power button.

Check the **volume level** of the laptop.

## RESTART FROZEN PC



Inside the podium, press and hold the **PC power button** near the top of the PC tower until the button light turns off. Press it once more to restart the PC.

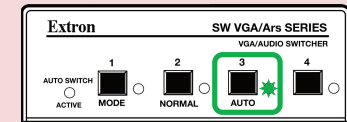
## DOCUMENT CAMERA

On the Elmo document camera, look at the power button.

**SOLID RED:** Power is off. Press to power on.

**SOLID BLUE:** Power is on.

Inside the podium, on the **Extron** box, press **button #3**.

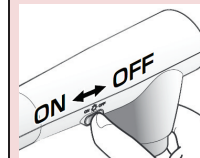


Power on the **TV** or **SMARTboard**.

On the **TV remote** -OR- On the **SMARTboard tray**  
Press the Power button.

Place object/document on white document camera surface.

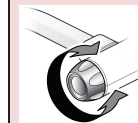
Switch **lamp** on/off.



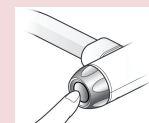
Press to fine-tune **brightness**.



Rotate to **zoom in/out**.



Press to **auto-focus**.



To power off document camera, press-and-hold until button turns red

