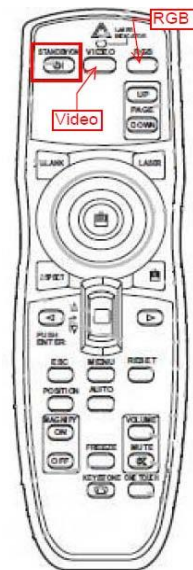


A314 Smart Podium Instructions

Using the Podium to Show a PowerPoint Presentation:

1. Turn on the Projector by pointing the remote at the front of the projector and press and hold the **GREEN** button labeled **STANDBY/ON** for 3 seconds.
2. Turn on the **NOTEBOOK**
3. **Login** to the notebook using the same login you use at your desk or use the guest account.¹
4. Open **My Computer** and then open your 'H:\' drive, browse to your saved PowerPoint presentation and open it¹
5. Start the Slideshow by pressing **F5** on the keyboard or pressing the **F5/esc** button on the **PowerPoint Advancer**
6. Press the button labeled **RGB** to turn the projector to **PC mode**. (Only perform this step if the computer screen is not being displayed on the projector screen)
7. The **PowerPoint advancer** can be used to navigate through the presentation by pressing either the left or right arrow buttons on the front of the advancer, or you can use the keyboard.
8. If your presentation has sound, turn on the **AMP** and press the button labeled **COMPUTER** on the amp to enable the PC sound to be heard.



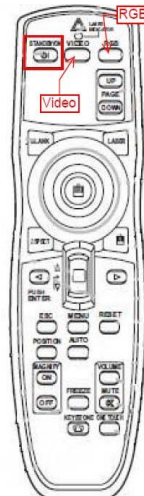
To turn off the podium after use:

1. Turn off the Projector by pressing the **GREEN** button labeled **STANDBY/ON**. A message will come up on the screen asking if you want to turn off the projector. Pressing the **GREEN** button labeled **STANDBY/ON** a second time while this message is on the screen will power down the projector
2. Close PowerPoint and shutdown the notebook by clicking **START** -> **SHUTDOWN** -> and click on **SHUTDOWN** on the window that pops up Turn off the **AMP** if it was used (set the volume to a low level for the next user)

¹ If you are logging in using the Guest account, you will have to load your PowerPoint Presentation from either a USB memory stick or from a CD/DVD disc.

Using the Podium to Show a DVD / VHS video:

1. Turn on the Projector by pointing the remote at the front of the projector and press and hold the **GREEN** button labeled **STANDBY/ON** for 3 seconds.
2. Turn on the **DVD/VCR** Combo (inside the podium)
3. Press the button labeled **VIDEO** on the projector remote until the **DVD / VCR** output is displayed on the projector screen. (Only perform this step if the video is not being displayed on the projector screen)
4. Turn on the AMP (inside the podium) and adjust the volume level to a low level. (Volume level can be adjusted at anytime during the video)



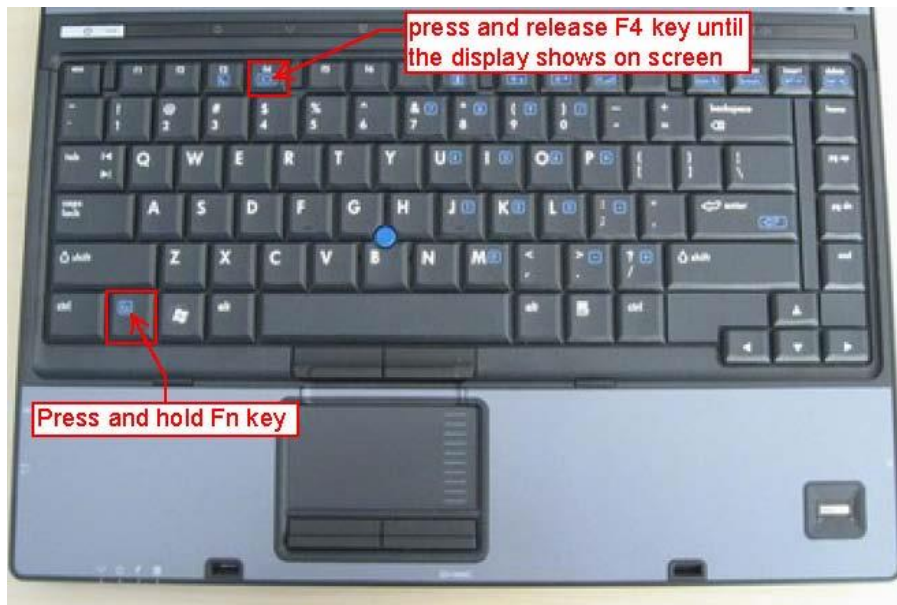
5. Insert your **DVD** or **VHS** tape into the **DVD / VCR** combo.



6. If video will not start, press the **DVD / VCR** button on the front of the **DVD / VCR** combo to switch to the desired function. (Current selected function is displayed on the **DVD / VCR** combo's front display)
7. Turn on the **AMP** and press the button labeled **DVD/VCR**. Set the volume to a low level and adjust it when your video begins.
8. When you are finished, you can Stop and Eject the **DVD** disc or Stop and Rewind the **VHS** tape and then remove Disc/Tape from the machine

If there is no display on the laptop when you turn it on, follow the steps below to correct:

Press and hold the blue **Fn** key (left side of keyboard beside Ctrl), then press and release the **F4** key. (See Fig.1) This should turn the laptop display back on. If the projector is not displaying the laptop image and it is set to the correct input (RGB) repeat the above steps until you have display on the laptop and on the projector screen.



(Fig.1)