Office of Information Technology  
Classroom and Lab Support

BB 31 (See picture below)

Capacity: 24

Equipment: Smart podium, projector, screen, and sound system

The Smart podium consists of a PC with Windows operating system, a DVD/VCR player, and connections for a laptop computer. All items are connected to the projector and sound system through a switch box located on the top of the podium.

Computer:
- Manufacturer: HP
- Model: DC 5750
- Processor: AMD Athlon 64 2.19 GHz
- Memory (RAM): 2GB
- DVD R/W
- Operating System: Windows XP

Software:
- Windows OS: XP SP3
- Adobe Acrobat Reader 9
- Mozilla Firefox
- Internet Explorer 7
- Microsoft Office 2007 (Excluding Outlook)
- Microsoft Visio 2007
- Microsoft Project 2007
- VLC media player
- Windows Media Player 11
- QuickTime Player
- Real Player
- Flash Player
- Shockwave Player

If you need assistance, contact the Service Desk at x 4130, located next to the Mailroom in Central Services.
### Desktop Computer and Projector

1. Turn on the projector.  
   Light will blink while starting up.  
   **Note:** If you turn off the projector while it was running, it will take a minute to turn on again.

2. Turn on the computer.

3. Press PC Button to view on projector.

### DVD/VHS with Projector On

1. Press VCR/DVD Button to view video on the projector screen.

2. Turn on VCR/DVD player.

3. Depending on the video player select to play the VCR or DVD.

   **Note:** Certain DVD copies may not play in the player, if so, try to play the DVD in the computer. Then press PC Button to view on projector.

### Laptop with Projector

1. Hook up Laptop with wiring on top of podium.

2. Press Laptop Button to view on projector.

### ADDITIONAL PANEL CONTROLS
Depending on the Projector’s Features

- **AV Mute** button will darken the projector image and silence the audio while you work on your computer. The button lights red when turned on.
- **Freeze** button will freeze the projector image. The button lights red when turned on.
- **Audio Mute** button will silence the audio. The button lights red when turned on.
- **Volume** knob must be turned slowly. Volume level is visualized with green lights. A red light means it is too high. Make sure the audio is not muted when turning up the volume.
- **Black Screen** button will darken the projector image while you work on your computer. The button lights red when turned on.

---

Please turn the **Projector** off, shut down the **Computer**, and turn off the **VCR/DVD** when you are finished.

**Thank You**

For assistance, please call the Unified Service Desk at Extension 4130.