Office of Information Technology
Classroom and Lab Support

FH 216 (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 64X2 Dual, 2.19GHz
- Memory (RAM): 2 GB
- 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**