Office of Information Technology
Classroom and Lab Support

LEO 101A  (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 x2 Dual Core 2.14 GHz
  • 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