Office of Information Technology
Classroom and Lab Support

LEO 107  (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 5800
- Processor: AMD Athlon 64 x2 Dual Core 2.60 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.
Setup to view devices on the projector screen.

1) Turn on the projector and wait for it to warm-up.

2) Turn on the computer.

3) Turn on the DVD/VCR player, and select to play DVD or VCR.

4) Press corresponding controller button to view the computer, laptop, or DVD/VCR player on the projector screen.

Laptop Setup
Hook up Laptop to the Audio, Monitor, and Ethernet cable connections that are made available on the podium.

(Sound) Audio

(Internet) Ethernet

(Out to projector) VGA Monitor

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

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