Office of Information Technology
Classroom and Lab Support

LEO 202  (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 5100
- Processor: Pentium 4, 3.2GHz
- Memory (RAM): 1GB
- 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**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Turn on the projector. Light will blink while starting up. <strong>Note:</strong> If you turn off the projector while it was running, it will take a minute to turn on again.</td>
</tr>
<tr>
<td>2)</td>
<td>Turn on the computer.</td>
</tr>
<tr>
<td>3)</td>
<td>Press PC Button to view on projector.</td>
</tr>
</tbody>
</table>

**DVD/VHS with Projector On**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Press VCR/DVD Button to view video on the projector screen.</td>
</tr>
<tr>
<td>2)</td>
<td>Turn on VCR/DVD player.</td>
</tr>
<tr>
<td>3)</td>
<td>Depending on the video player select to play the VCR or DVD. <strong>Note:</strong> 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.</td>
</tr>
</tbody>
</table>

**Laptop with Projector**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Hook up Laptop with wiring on top of podium.</td>
</tr>
<tr>
<td>2)</td>
<td>Press Laptop Button to view on projector.</td>
</tr>
</tbody>
</table>

**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**

Office of Information Technology

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