To Turn on the System:
1. On the podium panel select “Display: On”. The projector may take up to a minute before the screen displays anything.
2. Turn on the gooseneck podium microphone by pressing the grey button at the base.
3. Lower projector screens using the white switches behind the podium labeled “Projector.”

To Use the PC in the Podium:
1. Log in to the computer using username ‘omedguest’ and password ‘omedguest1’.
2. By default, the PC is set to display on the projector.
3. When you are finished, please remember to remove any disks from the drives, shut down the computer, turn off the Crestron, and lock the cabinet.

To Use a Laptop:
1. Connect the laptop to the monitor cable in podium.
2. If the input doesn’t automatically switch after a minute, press the input select button on the box just underneath the podium. See illustration.
3. Plug the headphone cable into the headphone jack on your laptop (if you wish to have sound).
4. Turn on the laptop.
5. If you DO NOT see your computer screen displayed by the projector…
   a. If the image from your laptop still does not appear on the LCD screen, check your video settings. (Use Fn + F7 or F8 on your keyboard; it may be marked CRT/LCD or have an icon resembling a TV set.)
6. When you are finished, please remember to:
   a. Shut down your laptop and take it with you.
   b. Shut down the system (please see below).

To Shut Down the System:
1. Unplug the cables from your laptop.
2. To turn off the system, press the “Display: Off” button on the podium panel. This will initiate the shut down process which may take a few moments.
3. Press “Yes, I am done,” to confirm system shut down.