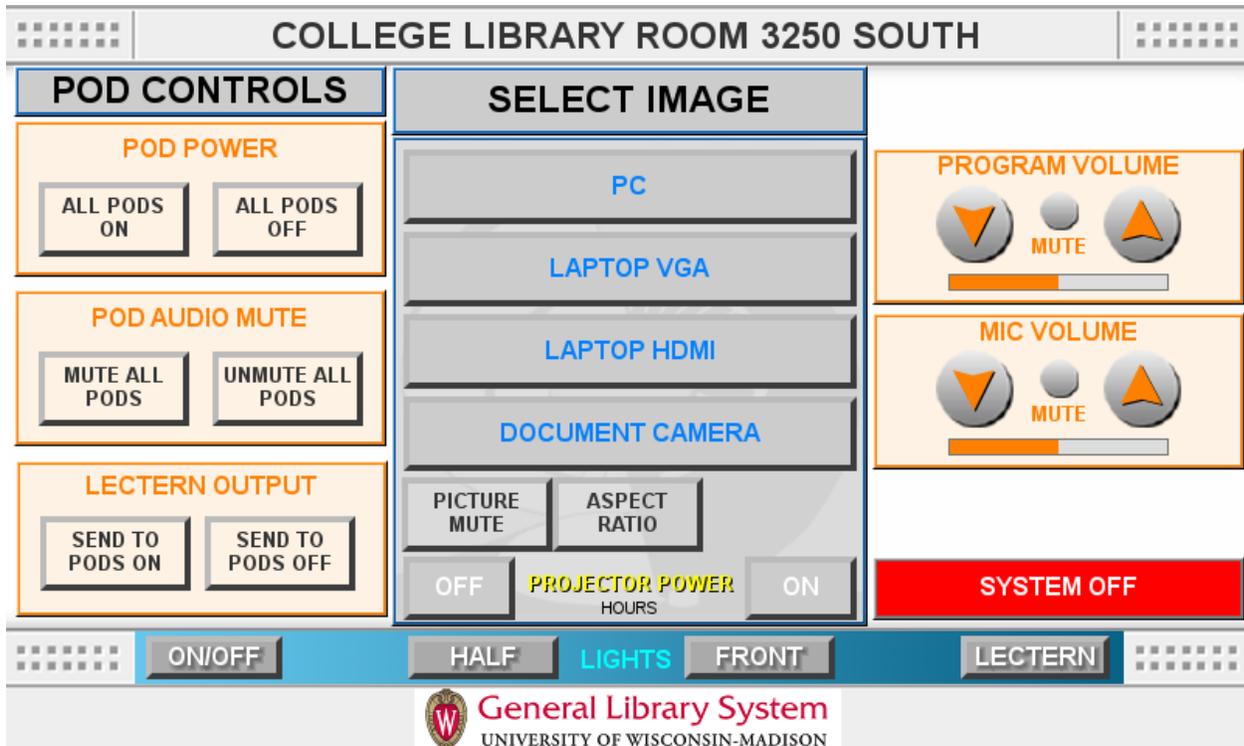


College Library Room 3250 Lectern Controls

A description of each of the buttons on the Main Screen of the Lectern is shown below



This controls the power to the displays at the pods. Pushing the ALL PODS ON button will turn on all of the displays and automatically enables SEND TO PODS ON (see below).



This mutes and unmutes the volume on the displays located at the pods.



When SEND TO PODS OFF is selected, the image on the projector will not be able to be seen on the pods. When it is ON, the pods can view the image (even if the projector is off)



This controls the source that is being projected, shown on the SMART Podium's screen, and sent to pods. PC uses the provided computer. LAPTOP VGA and LAPTOP HDMI are if you connected a personal computer via either the VGA or HDMI cables. The DOCUMENT CAMERA button will display the image from the document camera. A document camera can be checked out from the front desk.



The PICTURE MUTE button functions similarly to the SEND TO PODS OFF button. The ASPECT RATIO button changes the display size. Auto is recommended. The ON and OFF buttons turn on or off the projector power. There is a 90 second cool-down after turning the projector off



This button turns off the entire system. There is a 90 second cool-down after turning the system power off.



The ON/OFF button controls the power for the half of the room nearest to the Lectern

The HALF button switches between the last state (On or Off) and half power. If the lights are off and you press the HALF button, they will go to half power. If you press it again, they will turn off. If the lights are on and you press the HALF button they will go to half power, and if you press it again, they will return to full power.

The FRONT button will turn on/off the front row of lights

The LECTERN button will turn the light above the lectern on and off



These buttons control the volume. The MIC VOLUME buttons control the volume for the microphone. The PROGRAM VOLUME buttons control the volume coming from the computer.

College Library 3250 Lectern Controls

Connecting your own machine

Plug in either HDMI or VGA cable

Select either the LAPTOP VGA or LAPTOP HDMI button on the touch panel and your screen will appear on the SMART Podium (and the projector if it is on). (To turn the projector on, press the ON button by the PROJECTOR POWER option on the touch panel).

You can also use the provided computer. Hit enter on the keyboard to wake the computer up, and log in.

If the display isn't working:

If the projector or send to pods isn't working, make sure that the SMART Podium is turned on. Also, ensure that the power is on for the entire system, make sure all cables are tight, and that the correct display button is selected (from the SELECT IMAGE portion of the touch panel). If you are still having problems, contact the front desk.

SMART Podium on

To turn the SMART Podium on, press the power button in the top right corner or the SMART Podium. Note that it is usually left on.

Light Controls

The ON/OFF button controls the power for the half of the room nearest to the Lectern

The HALF button switches between the last state (On or Off) and half power. If the lights are off and you press the HALF button, they will go to half power. If you press it again, they will turn off. If the lights are on and you press the HALF button they will go to half power, and if you press it again, they will return to full power.

The FRONT button will turn on/off the front row of lights

The LECTERN button will turn the light above the lectern on and off