



Smart Podium Manual



Table of Contents


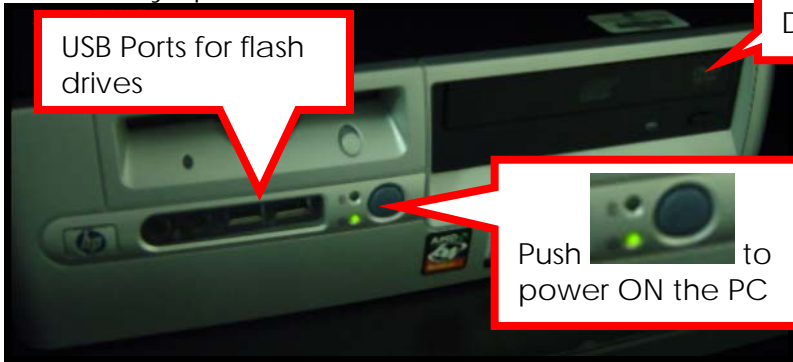

Table of Contents	2
Smart Podium	3
Accessing the Smart Podium.....	3
Powering up the podium:	3
Control Panels:	4
Hardware:	5
Software:	7
Peripherals:.....	9

Smart Podium

Accessing the Smart Podium

In this section we will discuss how to access and power up the Smart Podium.

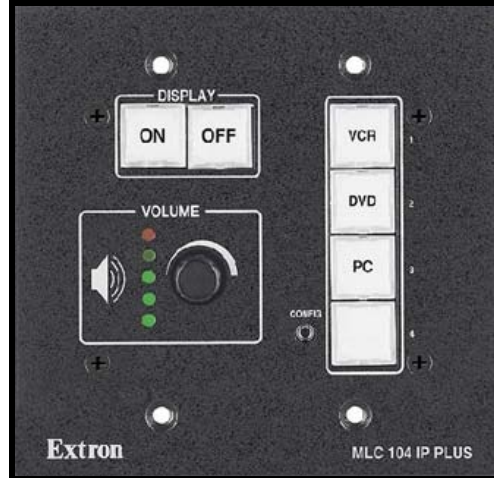
Powering up the podium:

	<p>The podiums stay locked so you will need to make sure you have your podium key on your person when you would like to utilize the equipment.</p> 
	<p>Because the PC's are typically Shut Down completely you will want to allow yourself extra time before class begins to start up the PC and let any updates run.</p> 
	<p>To turn on the monitor press the Power button on the top right hand corner of the monitor (you will know the monitor is on because of the blue light that will appear once the Power button has been pressed:</p> 

Smart Podium (continued)

Control Panels:

When you are ready to display the screen for everyone to see, push the **ON** button on the Control Panel:



This control panel Turns the projector on and off, controls the audio volume and selects the input source for the projector.

- To view what is on the PC screen push "PC"
- To view a VHS tape push "VCR"
- To view a DVD push "DVD"

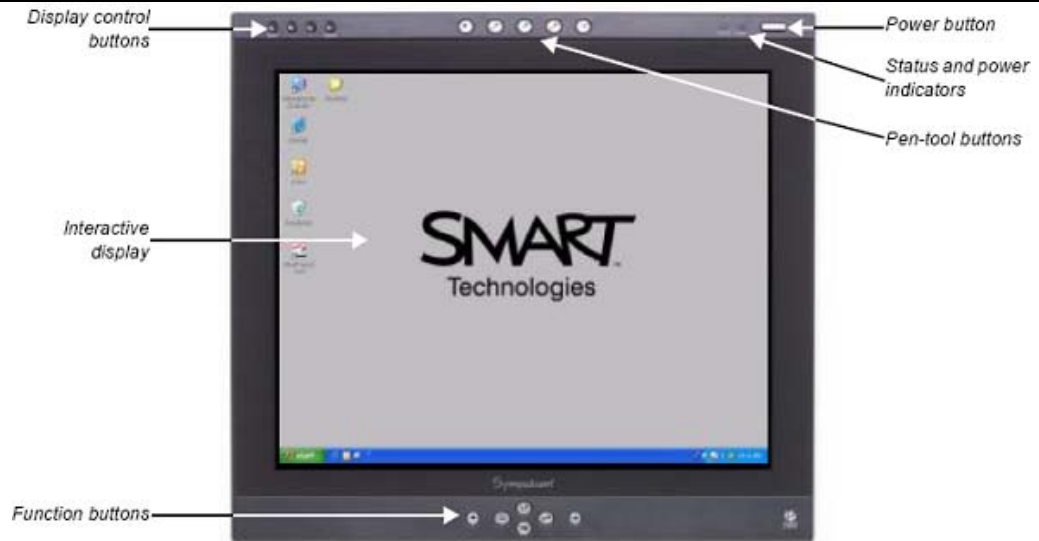
When you want to navigate a VHS tape or DVD you have another control panel:



- You can use these controls **OR** you can use the remotes that can be found in the podium that also do the same thing as this control panel for navigating your VHS or DVD.

Smart Podium (continued)

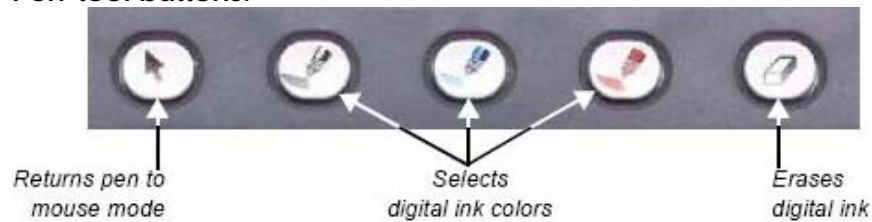
Hardware:



Display control buttons:

- This is for adjusting the monitor display settings (i.e. brightness, contrast, etc.)

Pen-tool buttons:



- The Pointer button will bring back the Pointer to your screen
- Colored pens will change your pen color
- Eraser will allow you to erase your writing on the screen.
- The Pen itself is stored on top of the monitor:

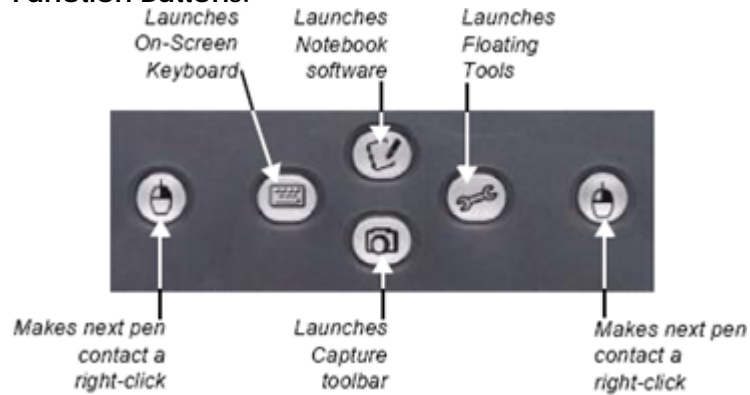


Smart Podium (continued)

Hardware:



Function Buttons:

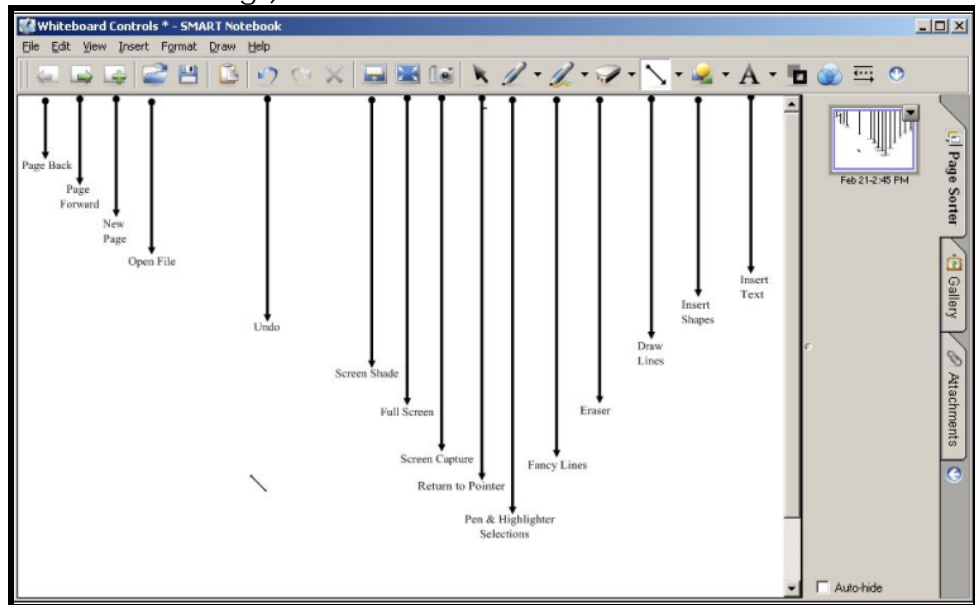


Of these functions the most frequently used are the **Notebook/Whiteboard** and **Floating Tools**

Smart Podium (continued)








Software:

- **Notebook/Whiteboard:** Allows you to write on a pad on screen, or save screen captures to the notebook (among other things).



- = Page Back; Page Forward; Add Page
- = Open File; Save File
- = Undo; Redo; Delete Selection
- = Screen Shade – pull down to hide the screen
- = Full Screen; Screen Capture
- = Return to Pointer; Return to Pen; Fancy Lines
- = Erase
- = Draw Lines; Insert Shapes; Insert Text

Smart Podium (continued)

<p><i>Software:</i></p>	
	<ul style="list-style-type: none">• Floating Tools: <ul style="list-style-type: none">○  performs a screen capture○  takes the pen back to a Pointer○  choose between pen or highlighter mode○  allows you to undo an action○  erases what you have written on screen○  performs a right click
	<ul style="list-style-type: none">• On Screen Notes:<ul style="list-style-type: none">○ The pen is selectable while you have any program running so that you can make a note or point something out in a more dynamic way

Smart Podium (continued)

Peripherals:

Projector:



- When you push the Display ON button it may take a few seconds for the projector to warm up
- PLEASE!!! Turn the projector off! This is expensive equipment and it will save lamp life, bulbs and electricity by turning it off when not in use



**** WATCH YOUR STEP****

- **The podium does have several wires and in some rooms if you're not careful you could step on/kick/trip and unplug and/or damage wiring**
- If you notice wiring that is damaged please let Larry Turner and Bo Clarke know ASAP!

Smart Podium (continued)

Peripherals:

SONY remote:



- Navigate your VHS tape or DVD as you would with your home VHS or DVD player with this remote.
- Tip: Make sure you are pointing the remote at the VHS/DVD combo player

Targus Remote:



- This remote will allow progression through a Power Point presentation from any point in the classroom by pressing the left/right arrow buttons
 - **Note:** Make sure it is on by checking the button on the bottom right-hand side of the remote

UP= ON & DOWN = OFF