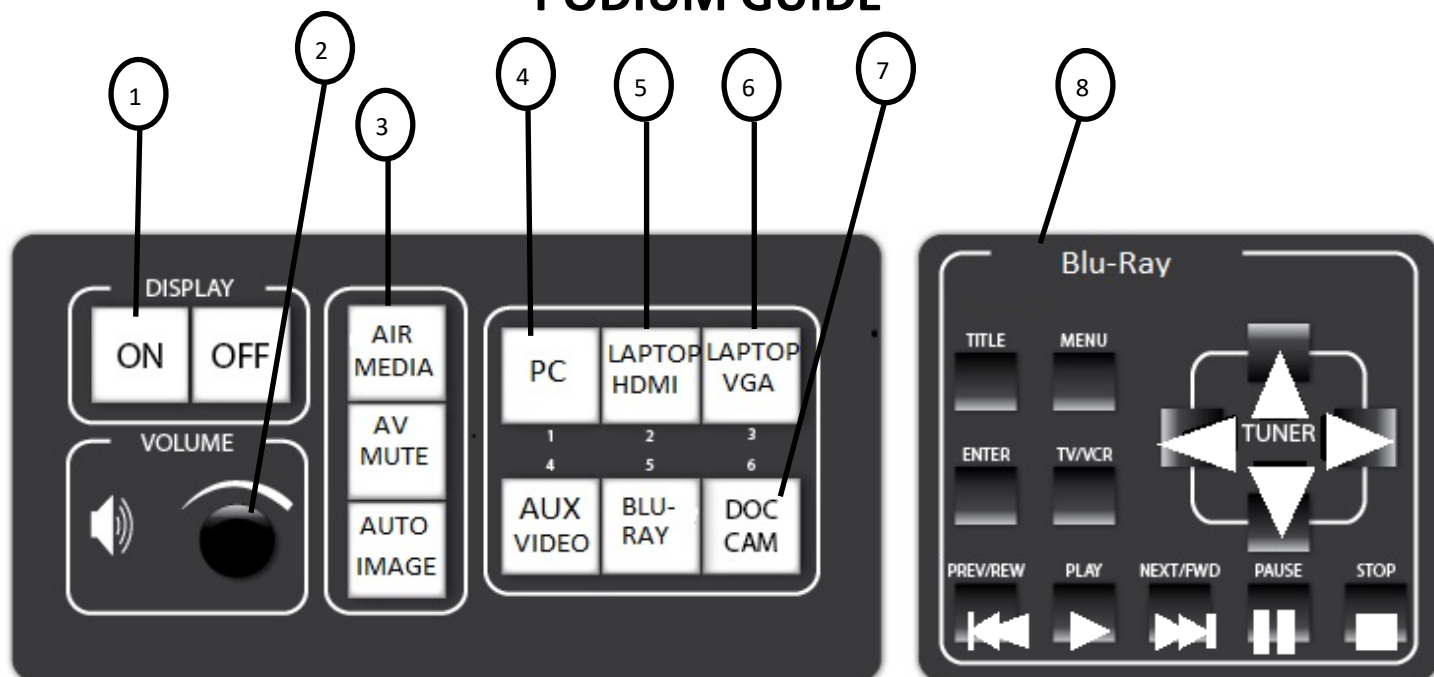


PODIUM GUIDE



1. Projector power **ON**.
2. **Volume** for selected video source.
3. Air Media. Follow instructions on screen.
4. This button selects the computer as the video source.
5. If your laptop has a HDMI style port, use this connection.
6. If your laptop has a VGA port, use this connection.
7. Open the drawer on the right side of the podium. Power on the Document Camera and raise the arm. Press the **Doc Cam** button. Place your documents on the tray to view on screen.
8. DVD controls.

VHS Players that can plug into the podiums can be signed out from **Media Services**.

HELPFUL HINTS/ TROUBLESHOOTING

- If you have issues with any computer connecting to the podium, **please restart the computer first**. If problems persist: Call **Media Services X5237**
- If you **cannot Login** to the podium computer, please **reset your password** or call the support desk to have it reset: **Support Desk X4357**
- **CABLES** for External laptop connections are labeled **HDMI** and **VGA**
- **Desktop HDMI Cable** should only be plugged into the **mounted podium computer**.
- Check for any loose cable connections: HDMI, VGA, Internet, any adaptors or dongles.
- **Image Mute** controls appear on the touch screen after a source has been selected. **This does NOT turn projector off.**

BE SURE TO SHUT OFF THE PROJECTOR/SYSTEM WHEN CLASS IS OVER

Questions or Problems to mediaservices@westfield.ma.edu or 572-5237

- ◆ Training can be scheduled at your convenience.