





Operating procedures for classroom computer podium and projectors

**These procedures should be followed to safeguard hardware and decrease campus power consumption.*

Start-up Operations

1. Turn on computer located inside the podium by pressing the front power button. 
2. Turn on projector. This is accomplished by selecting the Power button  on the remote.

The computer should start up and automatically present the image onto the projection screen. If podium equipment will not power on, check podium power button (red); top right of podium.

An Audio/Video switch is present in each podium. This is used to switch between PC, laptop or VCR audio/video feeds.

To present Podium PC video/audio – Select button #1 on Video switch.

To present Laptop video/audio – Select button #2 on Video switch. Video and Audio cables are available on the top of the podium for laptop connections. (You may need to press Function (Fn) + F8 keys on the laptop.)

To present VCR Audio – Select button #3 on Video switch.

To present VCR Video – Use the projector remote. Press the “source” or “video” button until VCR image is presented.

(Not all class rooms have VCR’s at this time. They can be checked out from the Library if needed.)

TIP: To “hide” projector screen image you can use the “blank screen” button on projector remote. Press the button a second time to resume screen display.

Shutdown Operations

Once you have finished using the computer/projector, please follow these shutdown procedures.

1. **Dell projector:** Press the Power button once on the projector remote; a “Shut Down” message will appear on the projection screen. Press the Power button a second time to complete the process. The projector will run through a bulb cool down cycle.
Infocus projector: Press the Power button once; the projector will initiate bulb cool down cycle and shutdown automatically.
2. Shutdown the computer via normal shutdown process.

Please ensure projectors are turned off at the end of presentation. Projector bulbs can be damaged if left on for extended durations. This also decreases campus power consumption.