

Last Revised 9-9-22

General Directions

1. Press the touch screen on the podium to begin. The projector will turn on automatically.
2. Choose a source from the Podium sources:

HDMI	VGA	USB-C
Bluray		Room PC
3. Control the **Volume** at the right side of the screen.
4. Always press the **Power** button to shutdown the projector and system when you have finished. **“Are you sure you want to exit and shut the system down?”** Press **“Yes”**.

N.B. - Do not use **Video Mute** to shut down - you will burn up the projector. Always Unmute before shutdown.

To Display the Room PC

1. Press the **Power** button on the right rear of the computer (if necessary, to turn it on).
2. Press the **Room PC** source on the touch screen.
3. Log in to the computer using your F&M Net ID. When done **Log Out** - DO NOT **Shutdown** the computer.

N.B. - Two **USB jacks** are located on the front of the rack.

To Display a Laptop

1. Press the Video Source you desire: **HDMI** or **VGA** or **USB-C**.
2. Attach the appropriate cable to your laptop or device.

To Display a Bluray or DVD disc

1. Press the **Bluray** source.
2. Press **More** to view the Bluray/DVD playback controls and the **Open/Close** button.
3. Press the **Open/Close** button to eject the tray. Insert your disc. Press **Open/Close** button again to close tray.
4. Press **Back** if you wish to see the Bluray/DVD navigation screen.
5. Press **Disc menu** to access the Disc menu and its options. If your disc does not respond, press **Info/Menu**.
Arrow over to **Title/Popup** on screen. Press **Enter**.

Final Shutdown

1. Remove any DVD or Bluray discs, and any USB drives.
2. Coil up the **VGA** and **HDMI** and **USB-C** cables individually, so they will not be stepped upon.
3. Always press the **Power** button to shutdown the projector and system when you have finished. **“Are you sure you want to exit and shut the system down?”** Press **“Yes”**.

N.B. - Do Not use the Environment Controls to shutdown the system - you may create problems for the next user.

For Assistance: Call the ITS Help Desk: 717-358-6789