CFE Smart Podium Instructions

To use the PC and projector
1. Locate and open the cabinet doors for the following:
   
   * VCR/DVD/Microphone-Encore & Extron units (bottom right door)
   * PC (computer) (bottom left door)
   * Keyboard/Mouse (center, middle door)
   * Projector (side of podium)
   * Document Camera (separate cabinet next to podium)

2. Turn on PC by pushing power button on unit.
3. Pull out keyboard & mouse.
4. Pull out projector and slide it all the way out.
5. Turn on projector by pressing the Display “ON” button on top of podium.
6. To shut down, shut down PC normally and close up cabinet doors.
7. Push the Display “OFF” button when done.

To use the wireless microphone (stored on top of PC)
1. Put a 9 volt battery inside the microphone and turn it on.
2. Pull the antennae out from the Encore unit to extend the wireless range.
3. Make sure that the power is on to both the Encore and the Extron units.
   
   * Note: the power button to the Extron unit is labeled “MIX” and is on the right side of unit.
4. The volume knob for the microphone is located next to the “MIX” button.
5. To shut down, follow instructions in reverse.

To use DVD or VCR
1. Turn the power on the unit and push the “DVD” or “VCR” button on top of the podium.
2. Insert a DVD or VHS cassette.
3. Use the buttons on the device for play, stop, etc. or the buttons on top of the podium.
4. To shut down, follow instructions in reverse.

To use a laptop
1. Use the cables located on the left side of the PC.
2. Plug one end of the RGA cable on the top left hand side of podium and the other end of RGA cable into your laptop.  
   
   * Note: If using a MAC, you will need to provide your own special connector.
3. Plug one end of the audio cable into the top left hand side of podium and the other end into your laptop.
4. Push the “Laptop” button on top of the podium.
5. To shut down, follow instructions in reverse.

To use the Document Camera
1. Take the document camera out from its cabinet and place it on top of the cabinet.
2. Plug the power cord and the RGB connector into the smart podium (connectors located on the lower outside wall of the podium).
3. Plug the other ends of the power cord and the RGB connector into the document camera.
4. Push the power button located on the document camera.
5. Push the “DOC CAM” button on top of the podium.
6. To shut down, follow instructions in reverse.