

Getting Started

CH 204

Power

The main power in the podium rack should already be on, as well as all equipment (with the exception of the projector and wireless mic). If anything on the podium is off, make sure the red main power switch is on, located in the top right corner of the rack, before pushing any power buttons on individual units.

If main power is on, but other equipment is off, push their respective power buttons. For the **host computer**, the power button is on the computer's tower, located at the very bottom of the cabinet rack. If computer is on, but there is no display, check the screen's power button on the top right of the screen unit.

For the projector, push "ON" on the Extron wall plate. While the projector is warming up, the ON light on the wall controller will flash green.

Projection Screen

The switch for the screen is located the wall by the podium. Hitting the switch down will drop the screen; hitting switch up will raise it. Return the switch to the neutral position to stop the dropping/raising of the screen.

Selecting Media for Your Presentation

The following are the buttons you will see on the Extron wall plate by the podium:

- Rack PC: Selects the podium's computer. You will also use this selection if you plan on using the Sony digital presenter.
- DVD: Selects the DVD player.
- VHS: Accesses the VHS.
- Wall plate: Accesses the data wall plate controllers in the room (cords coming from orange data outlets in the wall) for use of a laptop independent of the host computer.

Audio

Volume: There are a number of volume controls in the podium rack and individual equipment. The main audio is controlled by the amplifier in the podium rack. The amplifier has 8 inputs total, 5 of which are labeled to correspond with the equipment in or on the podium. These individual, smaller dials should be turned down fairly low unless there's a need to do other wise. The bass and treble setting should mostly stay at the 12:00 position.

The larger, master volume dial on the right will control all equipment connected to the amplifier. Therefore, it is advised that you keep all equipments' individual volume controls at 50% (12:00) or lower. If a piece of equipment's audio is not working, make sure that both the amplifier and the unit are on. If in doubt about which volume control to use, try working with the master volume first before moving on to individual settings.

For **laptop** users, a mini cable connected to the amplifier is provided, and is laid out on the left side of the podium for hook up to the mic port on your computer. Again, be aware of the laptop's volume setting.

(Audio continued next page)

Wireless mic: The wireless mic pack is located in a pouch in the bottom drawer of the podium. The receiver for the mic's signal is located in the podium rack above the amplifier (has an antenna sticking out of it). Both the wireless mic pack and the receiver must be turned on for the mic to work. The power button for the receiver is located on the front right side of the unit.

When the wireless mic pack is on, there will be a green light. To mute audio, hit the power button once – there will be a red light; hit the button again to return to audio. To turn the wireless pack off, hold down the power button. Please remember to turn the mic pack off to prevent running down the batteries.

Problems with the wireless mic: First, make sure the mic pack's batteries are good. Check that the wireless pack, the receiver, and the amplifier are all on.

Sony Digital Presenter

"Rack PC" needs to be selected on the wall controller. The presenter is off if the power light is red; blue indicates that the unit is on. Powering the digital presenter will automatically switch the host computer off and take you to the image projected on the screen.

To turn on the top lamp (for hardcopy documents), hit the Lamp button; this lamp also swivels to change light orientation. Note the bottom lamp (for transparencies) is controlled by a separate button located on the edge of the transparency device on the top side of the presenter.

Also note the Zoom, Bright (light/dark settings), and Freeze (which freezes the display image until button is hit again) controls on the presenter.

A laptop may be used with the presenter by first turning on the presenter, selecting the INT/EXT button, and connecting the provided cable to the monitor port of the laptop. You must attach the cable to the monitor port before booting the laptop.

Turning the presenter's power off will automatically take you back to displaying the host computer.