M-108
Presentation System
Instructions

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Overview

The user coming into M-108 will usually have an idea of the general task they wish to perform with the presentation system. This could include:

- Use the computer to project a PowerPoint presentation on the big screen
- Use a microphone to talk to a large audience
- Play a video (VCR tape or DVD) and project it onto the big screen

The objective of this document is to provide instruction on how to get the user’s video presentation displayed using the presentation electronics and how to play the audio content over the house audio system if applicable. This document will let the user accomplish specific task(s) while hiding the complexities of the connections within the podium and to the projector and speakers. This is not an instruction guide on how to give presentations although there is a brief page that discusses starting a PowerPoint presentation.

In an effort to provide as much detail as possible to turn on the system, it is extremely beneficial to look at the pictures and read each bulleted step before performing an operation. The beginning of a step may lead to a question that is actually answered towards the end of the step with either an arrow pointing to a specific spot in a picture or with supporting text.

Terminology:

- The **podium** is the actual gray furniture that houses the presentation electronics such as the PC, DVD/VCR, amplifier, etc.

- The **projector** is the device that displays the video sources (such as the PC, DVD/VCR, a laptop, etc.) onto the projection screen. The projector is ceiling-mounted away from the projection wall.

- The **projection screen** is used to display your video presentation (in place of a Television and in addition to a computer monitor) and is motorized. The screen is raised or lowered by a rocker switch located behind the podium on the wall towards the side, outdoor entrance.

- The **SMART Podium Monitor** is the fancy computer monitor resting on top of the podium.

- The **Yamaha Amplifier** (or Amp for short) is what is used to play all sound sources over the speakers. Always make sure the volume is set very low (-50) before pressing buttons.
Preliminary Steps

(Please review the pictures and labels with arrows and read each step entirely before performing)

- Open the Podium with a Smart Classroom podium key
- Turn on the Podium power switch
  o Lighted red rocker switch on the far right just below top of podium
- Turn on the Yamaha Amplifier
  o Press the Power Button on the left side of the amplifier
  o Make sure the volume is set to -50 (turn volume control - big knob on right side of amplifier - counterclockwise to lower if necessary)
- Turn on the Projector (if projecting computer display or video)
  o Press the Orange Power Button on the white projector remote while aiming it at the projector hanging from the ceiling
- Lower the projection screen if necessary with the switch located on the wall behind the podium

The following pages detail how to use specific podium components. Look at the title at the top of the page to match your specific needs. You may need to consult more than one page if your presentation requires multiple presentation devices.

***** See the last page for turning off the system components *****
Use the Podium PC

- Press the power button on the SMART Podium Monitor on top of the podium
- Press the power button on the PC
- Press button #1 on the Sima A/V Switch Box if it is not already depressed
- Make sure the VGA video selector is not pressed in (should be in the A position)
- If the computer image does not appear on the projection screen, then press the “Computer” button on the white projector remote to select Computer1 from a choice of Computer1 or Computer2
- Log in as SmartTeacher (no password) and see PowerPoint page for notes on presentations
- If your presentation has sound, turn the volume up on the Yamaha Amp not to exceed 5 (a setting of -5 to 0 is usually sufficient) and make sure AV2 is displayed in the information window (IF AV2 IS NOT SEEN: Turn the big knob on the left of the amplifier until AV2 is selected.)
PowerPoint Presentation Notes

- Insert your USB thumb/flash drive into the left or right USB ports on the sides of the SMART Podium monitor (see “Use the Podium PC” for an illustration of the port locations)

- Look for a message in the bottom-right of the screen indicating your drive is ready for use (**if no message appears your drive was already recognized from previous use**)

- Double left-click on the “Computer” icon on the desktop, find your flash drive listed under Removable Storage, and double left-click on the flash drive icon

- Navigate to your presentation file (which may be located in subfolders on your USB thumb/flash drive) and double left-click on the correct file

- PowerPoint will automatically open and your presentation file will be ready for viewing

- Click on the “Slide Show” tab and then click on the “From Beginning” button

- Advance the slides according to the way the slide show was configured by the user (usually a single-left click in the middle of the slide is the method chosen)
To view a DVD

- Press button #2 on the Sima A/V switch box
- Press the power button on the DVD/VCR
- Press the Open/Close button to open the tray, place the DVD on the tray, and close the drawer with the same button
- Press the VCR/DVD button if the DVD light is not lit
- Press the Play button if the DVD does not start playing automatically
- If the DVD image does not appear on the projection screen, then press the “Video” button on the white projector remote until S-Video appears from choice of Video, S-Video, or HDMI
- Turn the volume up on the Yamaha Amp not to exceed 5 (a setting of -5 to 0 is usually sufficient) and make sure AV2 is displayed in the information window (IF AV2 IS NOT SEEN: Turn the big knob on the left of the amplifier until AV2 is selected.)
To view a VCR Tape

- Press button #2 on the Sima A/V switch box

- Press the power button on the DVD/VCR

- Insert the Video tape into the left tape access door on the front

- Press the VCR/DVD button if the VCR light is not lit

- Press the Play button if the VCR tape does not start playing automatically

- If the VCR tape image does not appear on the projection screen, then press the “Video” button on the white projector remote until S-Video appears from choice of Video, S-Video, or HDMI

- Turn the volume up on the Yamaha Amp not to exceed 5 (a setting of -5 to 0 is usually sufficient) and make sure AV2 is displayed in the information window (IF AV2 IS NOT SEEN: Turn the big knob on the left of the amplifier until AV2 is selected.)

Is the volume set to -50 on the Yamaha Amp???
To use a Laptop Computer

- Plug the power to your laptop into the available extension cord hanging from the top-right of the podium

- Plug in the VGA cable next to the extension cord on the top-right of the podium into the VGA port on your laptop

- Plug the audio cable next to the extension cord and VGA cable on the top-right of the podium into your laptop’s speaker out/headphone jack

- Press button #3 on the Sima A/V switch box

- Make sure the VGA video selector is pressed in (should be in the B position)

- Turn on your laptop and log on if necessary

- If the computer image does not appear on the projection screen, then press the “Computer” button on the white projector remote until Computer1 appears **from a choice of Computer1 or Computer2**

- If your presentation has sound, turn the volume up on the Yamaha Amp not to exceed 5 (a setting of -5 to 0 is usually sufficient) and make sure AV2 is displayed in the information window (IF AV2 IS NOT SEEN: Turn the big knob on the left of the amplifier until AV2 is selected.)
To use a Microphone

- Plug a microphone (wired or wireless) into the XLR cable on top-right of the podium
- Press the power button on the Crown Mixer

- Knob #1 on the Crown Mixer is the microphone input volume (should be set already)
  (Knobs 3 & 4 control the input from the PC audio and the last two knobs are the Crown output volumes – please do not touch knobs 3 & 4 or the output knobs)
- Press button #4 on the Sima A/V switch box

- Turn the volume up on the Yamaha Amp not to exceed 5 (a setting of -5 to 0 is usually sufficient) and make sure AV2 is displayed in the information window
  (IF AV2 IS NOT SEEN: Turn the big knob on the left of the amplifier until AV2 is selected.)
Turning Off the System Components

- Turn the volume on the Yamaha Amp to -50 and press the power button on the device to turn it off

- If you used the computer:
  - Close out of any open applications (such as PowerPoint or Internet Explorer)
  - Eject your USB thumb/flash drive:
    - Single left-click on the icon with the green check located to the left of the clock in the bottom-right of the SMART Podium display (you may have to click the up arrow to see more icons including the icon below)
    - Choose to eject your USB thumb/flash drive and pull it out when the message appears that it is safe to do so
  - Press the power button on the PC once to shut the computer down (there may be a slight delay before the computer starts to close down).
  - Turn off the SMART Podium monitor

- If you used the projector, aim the white projector remote at the projector and press the orange power button twice with a one second delay between presses

- If you used the Blu-Ray player, make sure you eject the disc and close the disc drawer, then press the power button on the device to turn it off

- If you used the DVD/VCR, make sure you eject the disc and close the disc drawer or eject the VCR tape, then press the power button on the device to turn it off

- If you used a microphone, press the power button on the Crown Mixer to turn it off

- Turn off the lighted podium rocker switch

- Close the podium doors and lock the podium with the podium key

- Please leave the screen down unless you were specifically asked to raise the screen when your presentation was over