Demo Theater Podium Instructions

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Overview

The user coming into K-133 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 while projecting the Kitchen CAM on to big screen
- 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 light-colored 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 **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 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
  - Lighted red rocker switch on the far right just below top of podium
- Turn on the Yamaha Amplifier (physically located outside the room) using the Pixie Controller
  - Press the Power Button on the top of the Pixie
  - Make sure the volume is set to low – press the down arrow several times
- Turn on the Projector (if projecting computer display or video)
  - Using the light gray colored remote for the InFocus projector, aim the remote at the projector and press the power button (the projector/light switch on the wall must be on by the windows) – you will hear a ding sound. *If the batteries in the remote are not fully charged, you may have to walk close to the projector before the remote will work*
- 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 PC
- Press button #1 on the Sima A/V Switch Box if it is not already depressed
- Press the Computer button on the projector remote
- Log in as STeacher (no password)
- If your presentation has sound, press the COMP button on the Pixie Controller and turn the volume up on the Yamaha Amp by pressing the Up arrow

See the last page for turning off the system components.
To view a DVD, listen to a CD, or view a VCR Video Tape

- Press button #2 on the Sima A/V switch box
- Press the COMP button on the Pixie Controller and turn the volume up on the Yamaha Amp by pressing the Up arrow
- Press the Operate/Power button on the DVR/VCR
- FOR DVD or CD: Press the Eject button to open the tray and place the DVD or CD on the tray and close the drawer with the same button
  – or –
  FOR VCR TAPE: Insert the Video tape into the left tape access door on the front
- Press the VCR/DVD button (immediately to the right of the DVD Eject button) if the correct function is not showing in the display window of the DVR/VCR player
- Press the Play button if the DVR/CD or Video tape does not start playing automatically (look at the display window on the DVR/VCR player)
- If the image does not appear on the projection screen, then press the “Video” button on the projector remote (not applicable when listening to CDs)

See the last page for turning off the system components.
**To use the Kitchen Cam (and Wireless Microphone)**

- Press the VIDEO button on the Pixie

- Make sure the DVR/VCR is turned on and L1 is showing in the display

- Turn on the LCD screen on top of the podium and press the “Video” button on the projector remote while aiming it at the projector if the image of the camera does not appear on the projection screen

- Aim the Sony remote control at the black camera hanging down from the half wall that surrounds the venting fan – just above the main kitchen stove – and press the Power button (a small green light on the camera indicates the camera is on and a red light means the camera is powered off)

- If you are using the wireless microphone, turn on the mic with the small slide switch (make sure mute is not on) and turn the volume up on the Yamaha Amp by pressing the Up arrow on the Pixie

See the last page for turning off the system components.
**Turning Off the System Components**

- Turn the volume on the Yamaha Amp with the Pixie Down arrow if you used sound

- Turn off the Yamaha Amp with the Pixie Power Off button

- If you used the computer, close out of any open applications (such as PowerPoint or Internet Explorer) and 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)

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

- If the DVR/VCR is on, press the power button on the device to turn it off

- If you used the wireless microphone, turn off the power with the small slide switch and place it inside the podium

- If the LCD screen on top of the podium is on, press the power button to turn it off

- If you used the Kitchen Cam (or see that it is on), press the power button on Sony remote while aiming it at the camera – a small red light will appear indicating that the device is off

- Replace any remote controls used inside the podium

- Turn off the lighted podium rocker switch

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