

PODIUM CONTROLS and START-UP

Room 104 now contains a smart podium similar to that found in Honor's College classrooms. The podium consists of the following features.

1. Touch panel access to all equipment in the room including the projection and sound systems
2. A PC, DVD player, Videocassette player, and a document camera (Elmo)
3. Electronic locking cabinet drawers for the Elmo and the computer
4. A separate shelf to the left of the podium for additional materials
5. Drawer with keyboard, mouse and touch panel stylus

In general, use of media within the room requires the following activities:

1. Logging into the smart podium Touch Screen
2. Powering the projector and screen (when needed for video presentation)
3. Operating the selected equipment
4. Logging out of the smart podium Touch Screen

To Power the Touch Screen:

1. Touch any part of the screen panel to get an image [power up touch screen with the button on top right hand side of screen if the screen is off].
2. If not logged in, click on the center of the screen and enter the login (available at the Performing Arts and Media desk.

To Control Projector and Lower/Raise the Screen:

The projector and the screen work together, when the projector is powered on, the screen is lowered – when the projector is powered down, the screen moves up.

1. To lower screen and start projector — Click on “Screen on.” Allow several minutes for the projector to come on. The “warming up” message should go away when the projector is ready.
2. If the projector lamp does not turn on, cycle the projector and screen again (may require 2 X) by pressing the Screen Off and Screen On buttons. If the projector still does not cycle on, you may go to the projector and look to see if there is a red light or two green lights. Press the power button on the bottom of the projector to turn it on.
3. To lift screen and turn off projector — Click on “Screen off.” The projector will go into sleep mode and the screen will rise

To Shut Down and Logoff the System

Please logoff the touch screen upon completion of the viewing or listening period. To shut down the system:

1. Remove media from any component equipment.
2. Log off the computer and power down any component equipment.
3. Press “Screen off” button on the touch screen to turn off the projector and raise the screen.
4. Click log off on the top menu bar of the touch screen to log off the system.
5. DO NOT turn off the touch panel.

ADDITIONAL TOUCH PANEL CONTROLS

To Move Item to Viewing Screen

The touch screen is designed to allow you to preview an image before playing it on the screen. To move an item to the viewing screen:

1. View that the appropriate device (for video materials) is on the preview screen.
2. Click on "Switch" to move item onto the viewing screen.
3. While in viewing screen, you may click on the annotate tab to annotate the video item or to enlarge the image on the screen.

Note: The fullscreen tab in the preview mode provides a full-screen preview and does not move the video to the viewing screen.

Note: Materials with no video input will not "appear" in the preview screen. They must be moved to the viewing screen to become audible.

To Change Volume

Volume is controlled using the up and down arrows on the red circle on the bottom of the right hand side of the screen.

You may also change levels of bass and treble as well as modes of sound production ("DVD-Surround", "DVD – Dolby" and "Stereo") using the Advanced Audio control at the bottom of the touch panel screen. Videos will default to the correct choice of "DVD-Surround" or "DVD – Dolby." You may wish to select "DVD – Dolby" for CDs and personal audio devices and "Stereo" for other audio devices.

To Annotate on a Screen

Note: At present, annotations may not be saved to a file.

You may annotate on any screen presentation (e.g. PowerPoint, video). To do so, after selecting "switch" to move to the viewing screen mode, click on the image or the "annotate" tab. You will be presented with annotation tools on a left sidebar. Click on any of the tools to engage them. Click on the "clear" to erase an annotation, and the "close" folder to finish annotating.

To annotate on a *Blank Screen* -- Click on "MediaMaker" at the top bar and follow the same guidelines as above.

Making the Viewing Screen Image Larger

Use the annotate tab to enlarge the viewing screen for better viewing on the Touch Panel.

To Open Podium Drawers

In order to use the PC drives and the document camera (Elmo), you must open the podium drawers.

The front right cabinet door contains the computer. To open the front drawer, press the "Lectern Doors – FRONT" button. On the right side of the podium is a drawer for the Elmo: to open, press the "Lectern Doors – Side" button.

To View something on the screen

1. Log in to touch screen.
2. Ensure projector and screen are operating.
3. Click button in front of sidebar option desired (e.g. DVD).
4. Be sure component equipment is turned on and the viewing item is inserted.
5. When item is visible and ready to play, move the item from preview to viewing screen.
6. Adjust volume as necessary.

Note: As the laserdisc and VCR share computer ports, the preview mode will not operate when switching between these devices. In such a situation, please move the image from preview to the viewing screen.

DVDs

May be viewed by using the DVD player and DVD button on the touch screen OR by using a PC or laptop (To Use a PC). *DVD touch panel controls will operate the DVD player.*

1. Press "power" on the touch panel to turn on the DVD player.
2. Press "eject" on the touch panel to open the DVD drawer.
3. Place DVD in the drawer.
4. Use the standard controls on the touch panel to operate the DVD.
5. Remove DVD by pressing "eject" on the DVD touch panel.
6. Press "power" on the touch panel to turn off the DVD player.

Videocassettes

May be viewed using the videocassette player and the VCR button on the touch screen. *VCR touch panel controls will operate the VCR.* Insert the Videocassette and run the video at the videocassette player.

1. Place Videocassette in the VHS player. Press "power" on the player if needed.
2. Use standard controls on the touch panel to operate the video cassette.

Laserdisc

May be viewed using the laserdisc player in the back of the room and the AUX button on the touch screen. *There are no touch panel controls associated with this player.* After setting up the touch screen, operate the Laserdisc player from the back of the room.

1. Press the power button on the lower left to turn on the Laserdisc player.
2. Press LD ▲ button on the player to open the tray.
3. Place laserdisc in the tray.
4. Press LD ▲ button to close the tray.
5. Use standard controls on the player to operate the laserdisc player.
6. Remove laserdisc by pressing the LD▲ to open the tray and subsequently close the tray.
7. Press the power button to turn off the Laserdisc player.

Opaque objects (Xeroxes, pages of books, etc) and transparencies

Opaque items and transparencies may be viewed using the document camera and the DOC CAM button on the touch screen.

Use the touch panel controls for focusing, freezing or unfreezing an image (toggle) and zooming. Use the panel controls on the document camera to turn on the camera light (will make the image brighter) or use menu controls.

For more on operating the document camera see "Set-up and Use of the Elmo"

To hear something

1. Log in to touch screen.
2. Be sure the component equipment is turned on, and the listening item is inserted.
3. You do not need the projector and screen to listen to an item.
4. Click button in front of sidebar option desired (e.g. DVD for a CD).
5. Move item to viewing screen.
6. Adjust volume level and change sound decoding method (Dolby, etc.) as needed.

CDs

Audio CDs and DVDs may be played using the DVD player and the DVD button on the touch screen OR by using a PC or laptop (see PC and laptop instructions). *DVD touch panel controls will operate the DVD player.*

1. Press "power" on the touch panel to turn on the DVD player.
2. Press "eject" on the touch panel to open the DVD drawer.
3. Place CD in the drawer.
4. Use the standard controls on the touch panel to operate the DVD player.
5. Select "Advanced Audio" button to change sound to "*Dolby Stereo*".
5. Remove CD by pressing "eject" on the DVD touch panel.
6. Press "power" on the touch panel to turn off the DVD player.

Audiocassettes

Audiocassettes may be played using the cassette player in the back of the room and performing the following activities:

1. Click on the Advanced Audio button at the base of the touch screen.
2. Select "Aux Audio 2" from the buttons on the touch screen.
3. Change sound to "*Stereo.*"

There are no touch panel controls for the audiocassette player.

1. Turn on component if necessary.
2. Press "eject" to insert the audiocassette.
3. Use standard controls on the player to operate the tape.
4. Press "eject" to remove audiocassette.

LPs

LPs may be played using the turntable in the back of the room and performing the following activities:

1. Click on the Advanced Audio button at the base of the touch screen.
2. Select "Phono" from the buttons on the touch screen.
3. Change sound to "*Stereo.*"

There are no additional touch panel controls for the turntable.

1. Lift the needle and place it in cueing mode.
2. Select the speed for the recording with the left control mechanism.
3. Move the needle toward the track you desire. This will start the turntable.
4. Use the cueing mode to lower the needle on the track desired.

**University of Arkansas Libraries
Performing Arts and Media Department**

iPods, MP3 Players, Palms or other Personal Audio Devices

While no personal audio devices are provided by the library, the library does have the appropriate cable to link a device that uses a 1/8" stereominiplug headphone jack. A stereo audio cable is available at the Performing Arts and Media Desk (labeled Aux Aud 1) To play tracks through the library's audio system:

1. Connect audio device with a stereo audio cable to "Aux Audio 1" jack on the podium.
2. Select "Aux Audio 1" from the buttons on the touch screen.
3. Click on the Advanced Audio button at the base of the touch screen.

There are no additional touch panel controls for portable audio devices

To Use a Computer

Using a PC

1. Log in to touch screen.
2. Ensure projector and screen are operating (if needed for viewing).
3. Click button for sidebar option for PC.
4. Move screen to viewing mode.
5. Pull out PC keyboard tray on front of podium.
6. Log in to the PC. (It may be advantageous to operate the PC using the annotate mode in order to see the screen selections more clearly — see “annotate on a screen”).

Access to jump drives or the Presentation Pilot may be made from the top of the podium on the USB connection labeled as “PC” or using the USB port on the computer itself. Access to the computer may be made by clicking the “Lectern Door — Side” button and pulling on the right hand FRONT lectern door.

Using the Mac

1. Log in to the touch screen.
2. Ensure projector and screen are operating.
3. Click button for sidebar option for Mac.
4. Move screen to viewing mode.
5. Pull out PC keyboard tray on front of podium.
6. Log on to the Mac (login = hnrc, password = pa55word).

The Mac is not currently networked but may be used to run iMac software.

Using a **Personal laptop or Mac** (at this time all auxiliary equipment is run through the laptop setting)

1. Connect laptop (or other device) to the connector available in the cubby on the top of the podium (both computer cable and audio connector).
2. Login to touch screen.
3. Ensure projector and screen is operating (if needed for viewing).
4. Power on device.
5. Click on “laptop” on the touch screen panel.
6. Move screen view to viewing screen.

Note: For best results, screen resolution should be no greater than 1024 X 768.

Jump drives or the Presentation Pilot may be connected in one of two ways

- a) Through the USB cable on the laptop itself
- b) By connecting the appropriate USB cable available in the cubby on the top of the podium and connecting the USB device to the appropriate USB connector on the podium