Roessner Hall Classroom 205

Basic Use

1. Turn on the podium system by pressing the power button on the LCD touch screen. This will take you to the podiums main menu screen.

2. Turn on the device you would like to use for your class. If you would like to use the Podium PC, make sure it is powered on and you have logged in. If you are using your laptop make sure it is on and the HDMI cable located in the cable cubby is connected to it. A display port adapter is available if needed. If you plan on using the Blu-ray player or document camera, these should be turned on prior to selecting the source from the touch screen also. The Air Media device is always powered on.

3. Next you will decide what source you would like to send to the projectors and speakers. You can choose from Podium PC, Laptop, Blu-ray player, Document Camera, auxiliary, or VTC Mode by touching one of the corresponding buttons on the touch screen.

4. Once you have chosen one of the sources, the projectors will automatically turn on and the projection screen will be lowered. Within a few seconds you should be able to view the source you have selected on the projection screen.

If you have followed these steps and are still having problems with the technology contact the Help Desk via STAT at 610-921-7828.
5. To adjust the volume level up or down use the buttons on the right hand side of the screen. The meter labeled “Volume” represents the current volume level in the room.

6. When you are finished with your class/presentation you can touch the “System Off/Exit” button on the touch screen. You will be asked if you are sure you want to power down the system, if you are sure, then press “Power Down” to continue.

7. The projection screens will automatically be raised and the projectors will be turned off. Please make sure any devices you used during the class have been turned off and any media (flash drives, DVD’s, etc.) belonging to you has been removed from the podium equipment.

If you have followed these steps and are still having problems with the technology contact the Help Desk via STAT at 610-921-7828.