

Podium Computer Unit (Seminar Rooms)

The system is designed to be powered on, ready for working, but left in quiescent state. Computer display is through the projector.

A laptop can be connected to the extra cable available in the podium unit.

Starting: Use the key to open the side drop down door and the projector will automatically activate. If it does not, press the **PROJECTOR ON** button on the control panel. The windows desktop should become visible. If this is not so - pressing **COMPUTER** on the control panel will ensure selection of the PC output - if there is still no display then there is a problem.

Computer unit help - internal number: 5838

Ending: Shut the podium door, remove and return the key.

Please always leave the system with the computer selected and still on and the projector on. Expect to leave with the projector showing a blue screen – it will turn off automatically.

Please do not unplug, turn off the system, or power down the computer. This will leave it in a disabled state for subsequent users.

Please **do** close the podium door. This will put the system back to standby mode. In some cases the projector may take 5 mins to turn off - this is normal.

Keyboard: The keyboard is in a draw tray in the long side below the desk surface.

Mouse: There should be a mouse attached to the system.

The podium in B37 has a local display in addition to the projected display.

USB: There are usb ports available on the computer once the door is open.

Display: Press **COMPUTER** on the control panel to restore the display in the case that it has been



switched to **LAPTOP** or **CAMERA** mode..

Ignore: - **Camera**, **Lights**, **camera zoom** - not connected.

Audio volume: Left end of control panel.

Using a Laptop PC:

The desk podium unit has an additional VGA cable for connecting a laptop. The VGA and audio cables are available as they exit through a hole in the desk surface.

Use the **LAPTOP** button to select for laptop cable input. **COMPUTER** button restores the podium PC.

Laptop Setup: Start with the display showing normally from the podium PC.

Connect the laptop to the cable. Switch the laptop internally, to display to an external monitor (Fn F5 or equivalent for the laptop). Switch the podium display on the control panel to **LAPTOP**. The laptop display should now be visible through the projector. The display can be switched between laptop and podium PC with the **LAPTOP / COMPUTER** push button.

Please reset back to Podium PC by selecting **COMPUTER** on the control panel when finished.