Room 173 and 187
Smart podium instructions

1. The projector **screen is manual**, pull the screen down and lock into place by turning the handle to the right.
2. Turn the ceiling projector on with the white Epson remote (top drawer of the podium).

3. Enter your credentials at the Novell log-in screen (aID or Lid):
   (Note: There are detailed log-in instructions are attached to the laptop computer).

4. For the laptop display, press the “PC” button on the **video switcher**, if you are using the document camera, press the “DOC CAM” button on the **video switcher**.
4. To play a DVD via laptop, insert the disc and VLC player should automatically start the video (the “AutoPlay” menu should appear). If the video does not start, go to “My Computer” right-click the drive or disc and click “Play with VLC media player” in the context menu.

Note: If you need to play a VHS tape, please contact colit@niu.edu

5. If you are using the document camera, pull out the drawer located on the left side of podium. To display from a document camera select “DOC CAM” on the video switcher.

Notes:
- To adjust the volume, use the volume control (speaker icon) in the taskbar (lower right-hand). There is also a volume adjustment on the computer speakers in the bottom cabinet of the podium.
- For PowerPoint, there is a Logitech wireless presenter (clicker) in the top drawer, pull the USB receiver out and plug into any available USB port on the computer.
- To toggle the display settings (laptop only, duplicate, projector only), press FN key and F4.

If you have any questions or concerns, please contact colit@niu.edu or for immediate assistance call 753-1784.