

**TECHNOLOGY CLASSROOM ASSISTANCE:** HELP DESK x4357 ; ACS LAB x5370

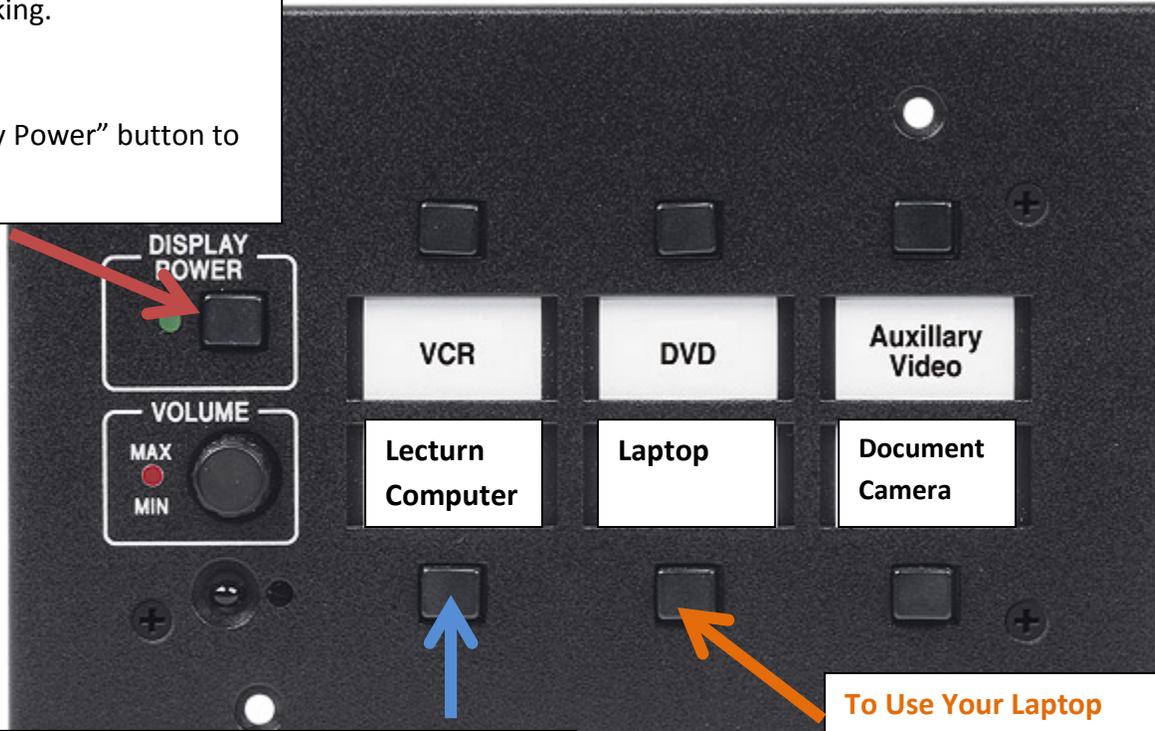
**TROUBLESHOOTING TIPS ONLINE:** <http://www.govst.edu/techrooms>

**Power “On” the System**

Press and hold the “Display Power” button until the green light is blinking.

**Power “Off” the System**

Press and hold the “Display Power” button to power down.



**To Use the Lectern PC**

1. Power on the PC
2. Login with your own account OR Login Username: Instructor  
(If you need the password to Instructor account, please call the HELP desk x4357 or ACS Lab x5137)
3. Press the “Lectern Computer” input button

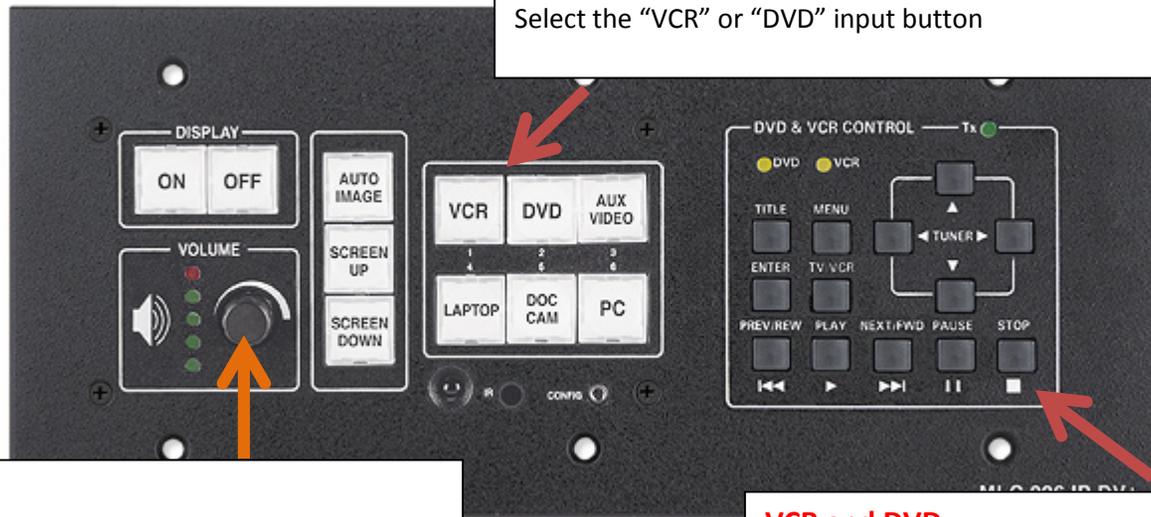
**To Use Your Laptop**

1. Find the VGA cable on the top of the podium (the cable should be coming up through a hole in the top of the podium on the right side)
2. Choose the “Laptop” input button
3. Hold down the FN key and F7 on an IBM laptop to send the desktop image to the projector. (Compaq, Dell, other laptop vendors have different combination of keys to share the video. Look across the function keys at the top of the keyboard for an icon with two monitors)

Note: Some of the newer podiums have a slightly different control panel. Use the "On" and "Off" buttons in the "Display" box to start up and shut down the projector.

### VCR and DVD

Select the "VCR" or "DVD" input button



### Audio

Use the "Volume" control knob to increase or decrease the volume, the knob will turn more than 360, just keep turning it. If there is a lack of sound, then check the PC to make sure the mute button is not "On" and the "Volume" is turned up on the PC.

### VCR and DVD

The DVD and VCR controls are on the top surface of the podium. The control functions are identical to a remote control device.