PODIUM GUIDE

1. Touch Screen to TURN ON the Projector.
2. HDMI only for personal external laptop.
3. VGA only for personal external laptop or AUX inputs on front of podium.
4. Desktop Computer mounted to podium.
5. DOC CAM. Press Power on the Doc Cam and Place your documents under the camera to view on screen.
6. BLU-RAY player located in podium, just above the podium door. Screen on controller will display Blu-Ray player controls.
7. SOLSTICE—Wireless connection for laptops/mobile devices to the Projector. Press and follow on screen directions.
8. Press to TURN ON the projector. (Additional ON button).
9. Press to turn projector/system OFF.
10. Volume Control for the classroom.

HELPFUL HINTS/ TROUBLESHOOTING

- If you have issues with any computer connecting to the podium, please restart the computer first. If problems persist: Call Media Services X5237.
- If you cannot Login to the podium computer, please reset your password or call the support desk to have it reset: Support Desk X4357.
- CABLES for External laptop connections are labeled HDMI and VGA.
- Desktop HDMI Cable should only be plugged into the mounted podium computer.
- Check for any loose cable connections: HDMI, VGA, Internet, any adaptors or dongles.
- Image Mute controls appear on the touch screen after a source has been selected. This does NOT turn the projector off.

BE SURE TO SHUT OFF THE PROJECTOR/SYSTEM WHEN CLASS IS OVER

Questions or Problems to mediaservices@westfield.ma.edu or 572-5237
- Training can be scheduled at your convenience.