



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.**

VHS Players that can plug into the podiums can be signed out from **Media Services**.

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.