Kyle Morrow Room Podium

Podium PC

1. Tap the touch panel and tap **YES** to start up the system.
2. The **PC** button should be selected on the touch panel.
3. Login to the PC with username: *podium* and password: *podium*
4. If the PC does not turn on, the computer is located in rightmost cabinet along the wall. The power button is labeled.
5. USB drives should be plugged into the same PC located in the cabinet.

Use Your Laptop

1. Tap the touch panel and tap **YES** to start up the system.
2. Plug your laptop into either the HDMI or VGA cables located on podium.
3. If you forgot your Macbook video adapter, one can be checked out at Circulation.
4. Tap the **LAPTOP** button on the touch panel, the system will select your input.
5. You may need to adjust your laptop screen settings for optimal resolution.

DVD/Blu-Ray

1. Tap the touch panel and tap **YES** to start up the system.
2. Tap the **BLU-RAY** button on the touch panel.
3. The Blu-Ray player is located in the rightmost cabinet along the wall.
4. Insert your DVD or Blu-Ray disc in the player. Eject button is on the upper right.
5. Control the disc playback from the touch panel.

Speaker Volume

1. Make sure the system is turned on from the touch panel.
2. Use the **PROGRAM VOLUME** buttons to adjust or mute the sound in the room.
3. If you have connected your laptop to the VGA and Audio jack, you may need to adjust your laptop volume if you experience any issues with sound.

Microphones

1. Make sure the system is turned on from the touch panel.
2. A lapel mic and a handheld microphone are located in the charging base inside the podium cabinet.
3. Switch on a microphone and wait 3-5 seconds while it connects.
4. Volume levels are preset and not adjustable on the microphones.
5. When finished, please switch power off and replace microphones in charging base, making sure the charging pins are aligned correctly.

Troubleshooting

1. PC won't wake up -- check the power switch on the monitor, and the PC power button on the PC located in the rightmost cabinet along the wall.
2. No sound -- make sure the PROGRAM VOLUME on the touch panel is not set to mute or a very low level. If using a laptop (VGA) make sure to plug the audio jack into your computer and adjust the volume on your laptop.
3. Need assistance? -- Limited assistance is available 9am-5pm on weekdays. Please call OIT Help Desk at 713-348-4357 to create a support ticket.

Turn Off System

Please turn off the system when you are finished.
1. Tap SHUTDOWN on the touch panel.
2. Tap YES to confirm the shutdown process.
3. Press CTL-ALT-DEL to logout of the podium PC if you were logged into it.