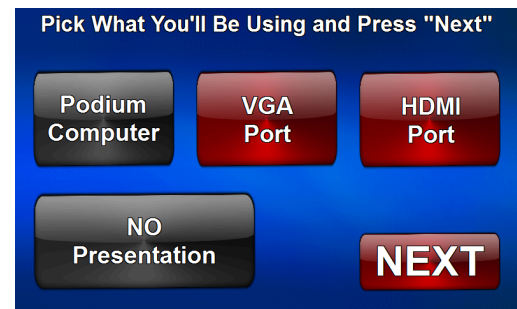


Using the Equipment in Your Classroom

1. Select **Tap Here to Get Started!**
2. Select the desired source
 - a. Podium Computer
 - b. VGA Port
 - c. HDMI Port
3. Click **Next** to advance forward
4. If **VGA** or **HDMI** port is selected
 - a. Locate the port on right side of the Podium and connect the cable from your laptop to the podium
 - b. Duplicate the display
 - i. **Windows** computer:
 1. Press the **Windows** key and the **P** key simultaneously.
 2. Using your arrow keys, highlight **duplicate** and press enter.
 - ii. **Apple** computer:
 1. Click the **Apple** icon and select **System Preferences**
 2. Select **Displays**
 3. Select **Mirror** from the Arrangement menu.
5. Lights
 - a. Use the **Low, Medium, Full On** presets
 - b. Or turn ON/OFF **Cove, Center, Front** lights using the button on the left
6. Volume
 - a. Adjust the system volume using the buttons on the right
 - b. Adjust the computer volume as needed
7. Blank Screen
 - a. Press the **BLANK** button on the right side of the touch panel
 - b. Tap the button a second time to resume displaying content
8. For immediate assistance, press the **HELP** button on the right side of the touch panel
9. Tap the **Power** button to shut down the equipment



**For emergency support:
call 214-768-8888**