TO START THE SYSTEM: Tap/touch the touch screen on the top of the podium and then press the ON/OFF button located on the top right side of the panel.

*Easy Access Buttons are located on the side of the podium and are interchangeable with the touch panel.*

TO LOWER SCREENS
- Use the controls on the wall behind the podium to lower and raise the screens

TO USE DESKTOP
- Press the COMPUTER button in the top left corner of the panel.
- Select which screen you would like to show the desktop on by selecting LEFT and/or RIGHT SCREEN
- The MUTE button will black out the image and nothing will be shown on the screen.

TO USE DVD/VCR
- Press the DVD/VCR button located on the left side of the panel.
- The DVD/VCR is located on the top panel behind the podium doors.
- Insert DVD/VHS and play.
- Select which screen you would like to show the DVD/VHS on by selecting LEFT and/or RIGHT SCREEN
- The MUTE button will black out the image and nothing will be shown on the screen.
  **There are controls to the DVD/VCR player on the touch screen, touch to operate.**

TO USE LAPTOP
- Press the LAPTOP button on the left side of the panel.
- Connect the VGA cable on top of the podium to the Laptop. All connections for the Laptop are located in front of the touch panel.
- Select which screen you would like to show the laptop on by selecting LEFT and/or RIGHT SCREEN
- The MUTE button will black out the image and nothing will be shown on the screen.
- For Audio - Connect the audio cable to the laptop.

HOWTO: Setup your Laptop to output VGA.
- Locate your FN key, this is your Function Key.
- Locate your toggle output key, it is usually on one of your F1, F2, F3..etc keys. It likely will have the image of either a small screen overlapping another or of what looks like a monitor.
- While holding down the FN key, SLOWLY press the Toggle output Key.

TO USE DOC CAMERA
- Press the DOC CAM button on the left side of the panel.
- Select which screen you would like to show the doc camera on by selecting LEFT and/or RIGHT SCREEN
- The MUTE button will black out the image and nothing will be shown on the screen.
- The power button to the DOC CAM is located on the Right Side of the base.
- Use the wheel on the top of the lens to zoom.

FOR VOLUME CONTROL
- The volume controls are located on the bottom right side of the panel

SOUND:
- Double click on the SOUND icon on the lower right hand side of the screen (on the toolbar).
- On the Volume Control screen that appears uncheck all of the Mute boxes
• Make sure all of the volume slides are at the top.

The WIRELESS MIC is in a black zippered pouch in the podium. Hold the top button till the Mic turns on. If the light is orange the Mic is muted. Please turn off the Mic when you are done with it.

**This room is equipped with a POLYVISION monitor to learn more about its uses please visit http://www.polyvision.com/products/products_demo_videos.asp and select the Walk-and-Talk Tutorial.**
A&S 210 Instructions

To Use the Computer:

1.) Make sure the computer is turned ON (power button emits a green light)
2.) Make sure the LCD TV is turned ON.
3.) With the LCD TV remote press the TV/Video button until Video 7 is selected.

To watch DVDs:

1.) Make sure the computer is turned ON (power button emits a green light)
2.) Make sure the LCD TV is turned ON.
3.) With the LCD TV remote press the TV/Video button until Video 4 is selected.

To watch VHS tapes:

1.) Make sure the computer is turned ON (power button emits a green light)
2.) Make sure the LCD TV is turned ON.
3.) With the LCD TV remote press the TV/Video button until Video 1 is selected.

To Use wireless Mouse:

1.) Press the connect button on the bottom of the wireless mouse.