Instructions for EN 2102

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](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.