

MSU-Northern ITS

Presentation Podium Guide

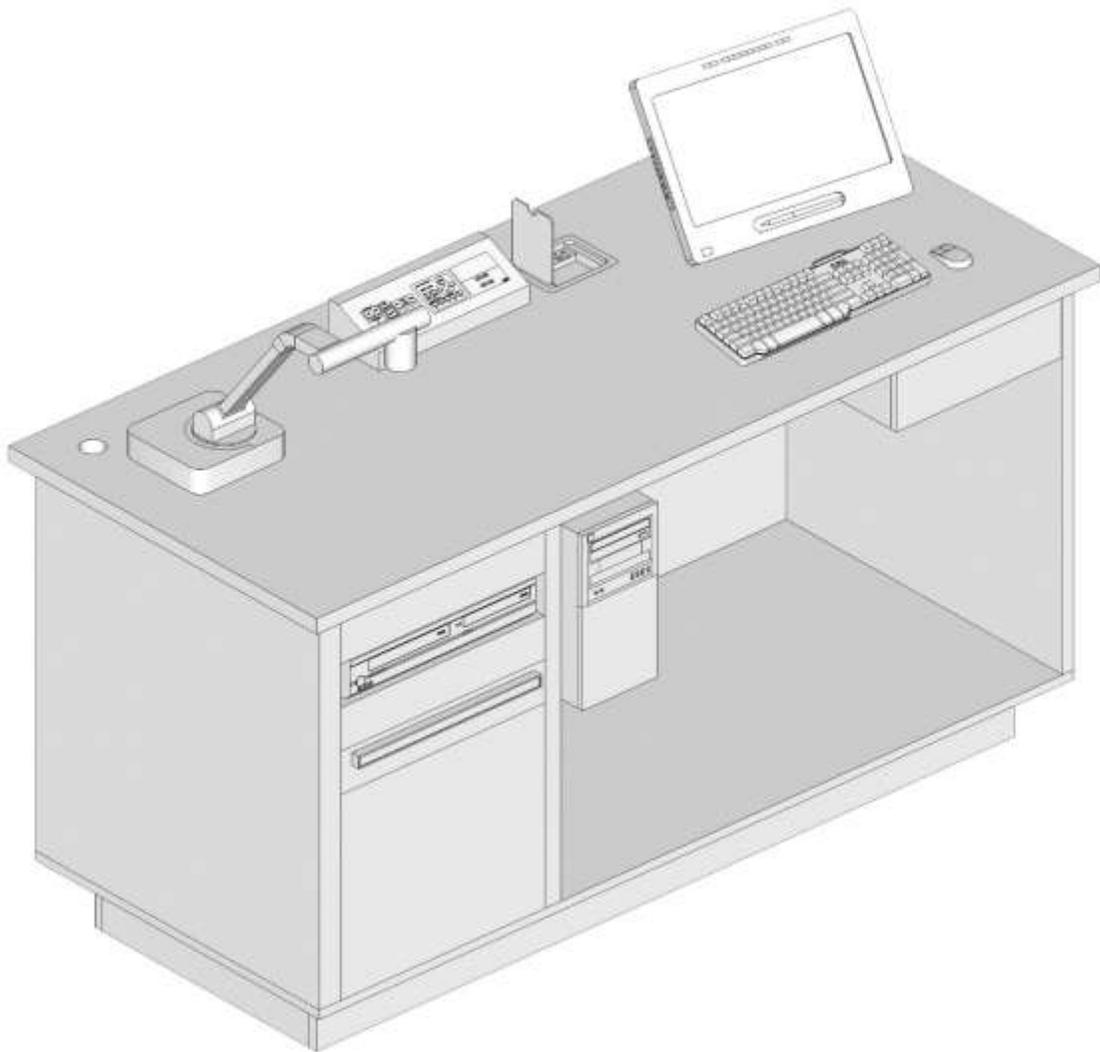


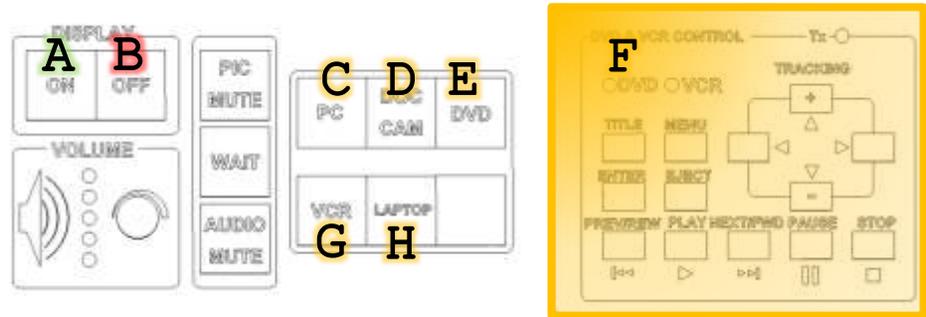
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Quick Start Guide

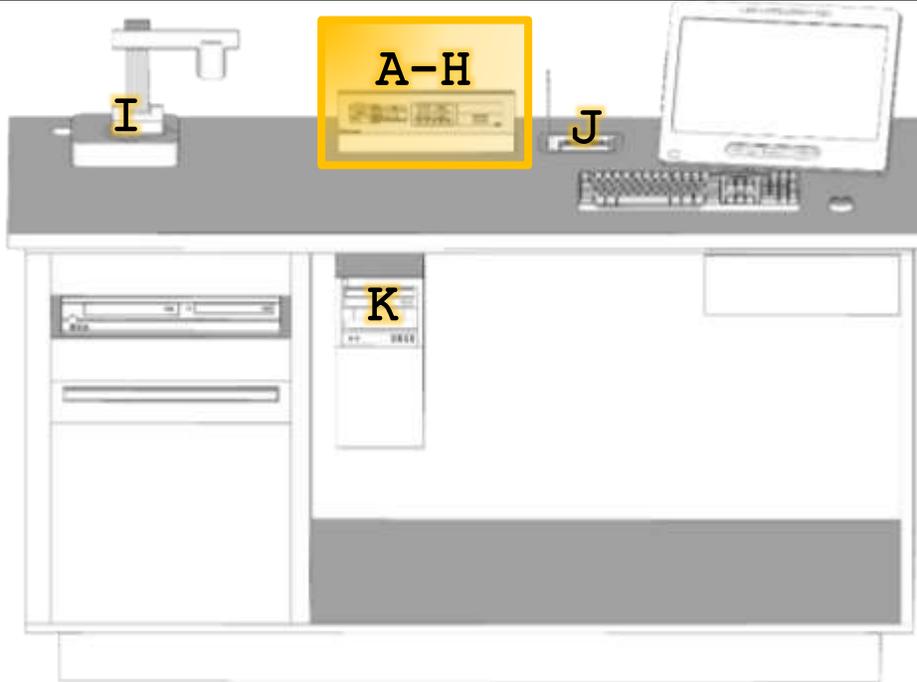
Power On:

- 1: Press "On" **A**
- 2: Lower the Screen using the switch on the wall
- 3: Power on the PC **K**



Power Off:

- 1: Shut down the PC **K**, Laptop, and Document Camera **I** if used.
- 2: Press and hold "OFF" **B** for 2 seconds
- 3: Raise the screen using the switch on the wall.



Input Selection

PC:

- 1: Ensure the PC **K** is powered on
- 2: Press "PC" **C**

DVD/VCR:

- 1: Press "DVD" **E** or "VCR" **G**
- 2: Use the control panel **F** as you would a remote control

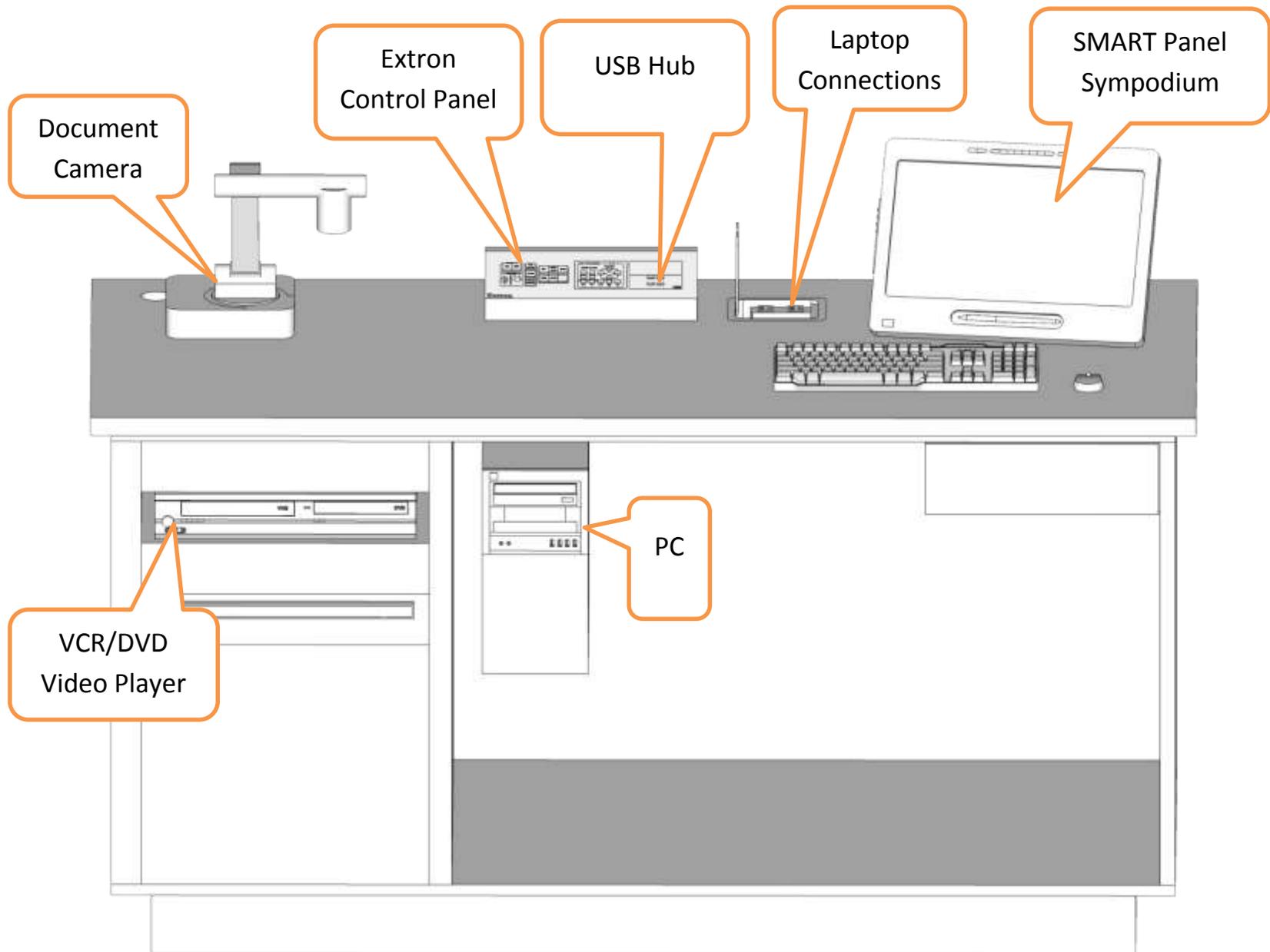
Document Camera:

- 1: Power on the Doc Cam **I**
- 2: Press "DOC CAM" **D**

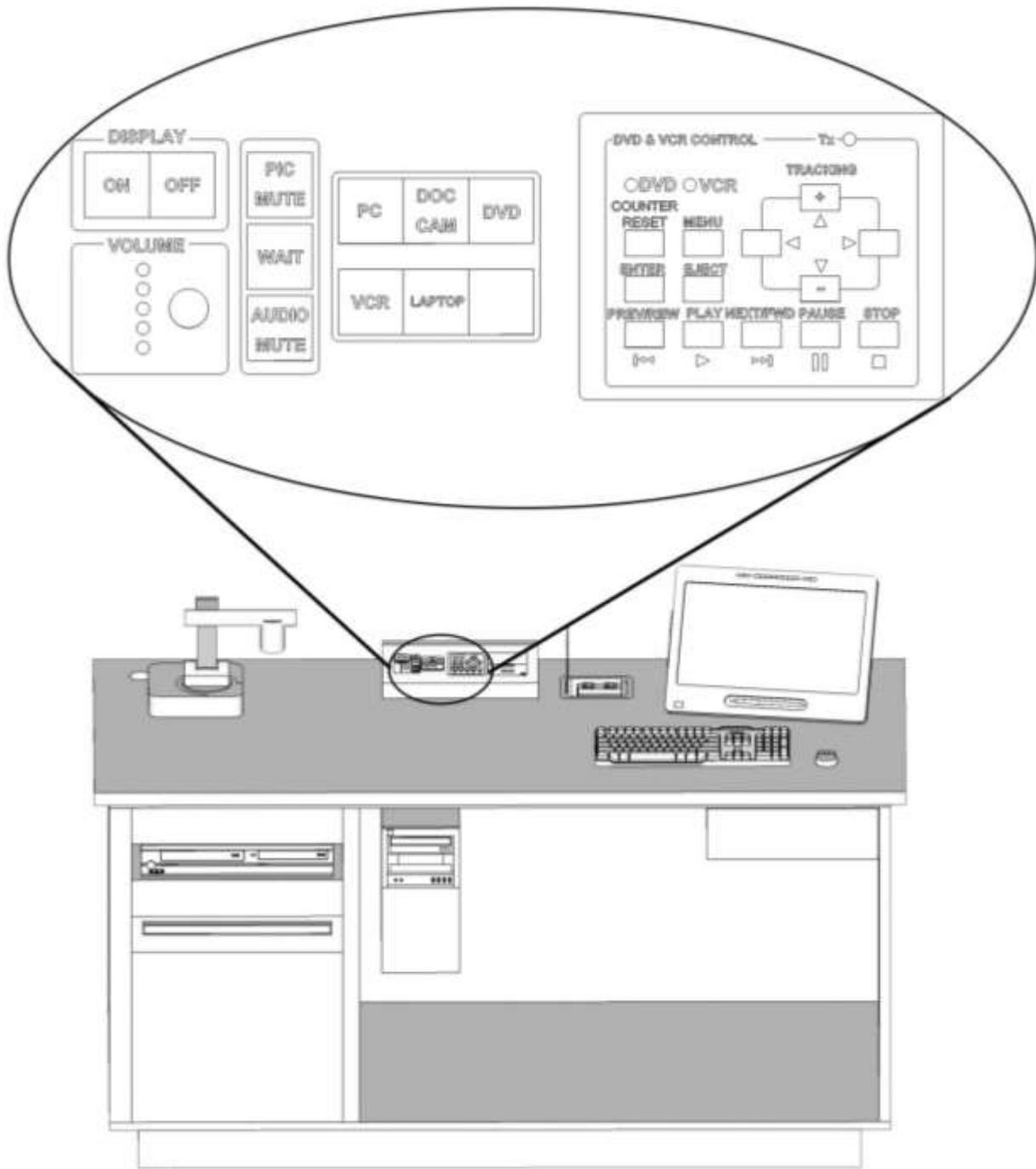
Laptop:

- 1: Connect the laptop using the provided cables **J**
- 2: Press "LAPTOP" **H**
- 3: Power on the laptop
- 4: Use the laptop function keys to ensure it is sending signal to the podium.

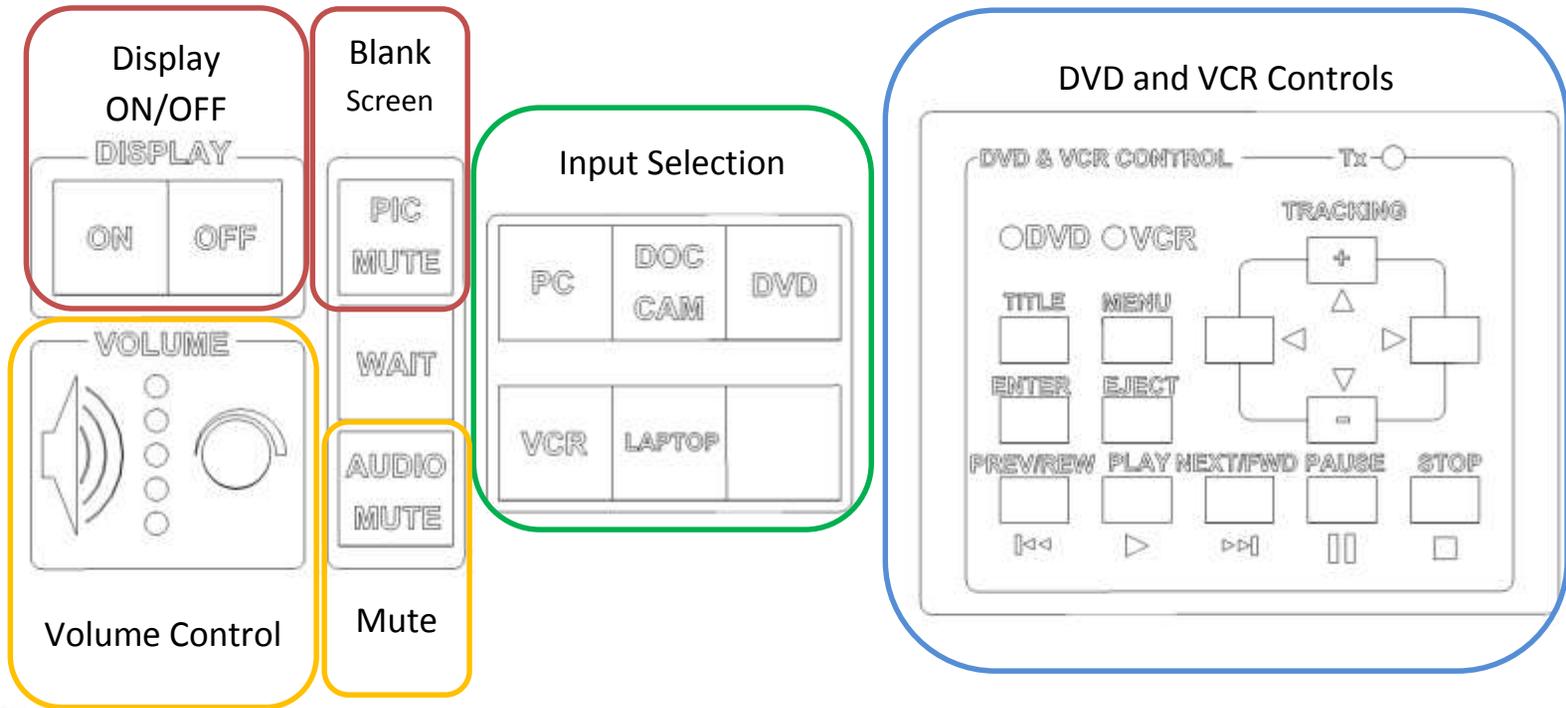
Podium Overview



Extron Panel Overview



Extron Control Panel



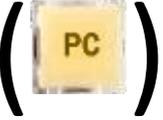
Extron

Powering the Podium ON and OFF

Podium Power On Sequence

For any operation requiring use of the projector, sound system, or symposium device, the podium must first be powered on.

To power on the podium, press the  button in the "DISPLAY" section of the Extron control panel. The  button will turn red () during startup. The  indicator will begin to blink red (, ) , and all of the input buttons will illuminate. The input buttons will darken one by one until the podium is ready to present.

When the podium is ready, the  indicator will go dark () , and the  button will turn green. () The podium will start on the  input which will light () . The podium startup sequence will last **49** seconds.

Podium Power Off Sequence

To power off the podium, press **and hold** the  button for **2** seconds.

The podium will power off and all the lights will go out. The  indicator will

flash  for **119** seconds. While the  indicator is flashing,

the podium cannot be started again, and all button presses will be ignored. This

allows the projector to cool down after use prolonging bulb life.

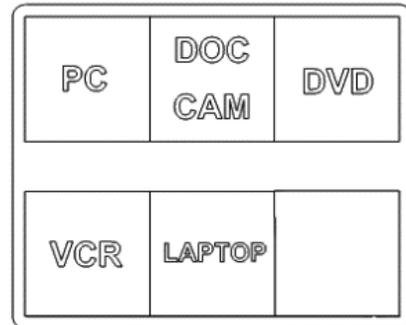
When the  indicator goes dark  the podium will again accept input and the podium can be powered on again.

General Podium Operations

Input Buttons

The six input buttons on the Extron control determine which device is sending its audio/video signal to the projector and symposium screen.

Once an input button is pressed, another input

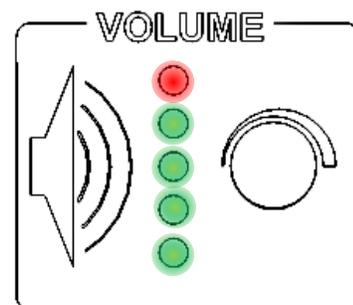


selection may not be made for **5** seconds. This allows the controller time to talk to each of the devices involved and keep them synchronized with one another.

Volume

The Volume control knob controls the level of the sound sent to the room speaker system. Turning the knob clockwise will increase the volume, while turning the knob counter-clockwise will decrease the volume. The LED indicator to the left of the knob represents the current volume level.

When the volume is at minimum (mute) the bottommost green LED will blink. As the volume is increased, the LEDs will light incrementally from bottom to top. When all green LEDs are lit and the



red LED at the top of the row is blinking, the system is at maximum volume.

Muting

The  button will mute the video from the active input to the projector leaving only a black screen visible.

Pressing the  button will cause the button to blink red (, ) , and the projector will display a black screen instead of the active video input.

Pressing the  button again will cause the button to darken () , and normal video operation will resume.

The  button will mute the audio from the active input to the room sound system preventing sound from playing through the room speakers.

Pressing the  button will cause the button to blink red (, ) , and turn the volume to zero. This will mute the audio from your active input to the room sound system.

Pressing the  button again will darken the button () , and resume normal audio operation, with the volume beginning again at minimum.

The WAIT indicator

Any time the  indicator is flashing ( , ) the podium is performing a task and cannot respond to input. Please wait until the  indicator is darkened () and no longer flashing before pressing any buttons. Pressing the  indicator at any time does nothing.

USB HUB

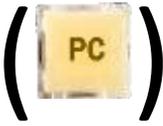
The Extron control panel has a 4-port USB hub mounted to the right of the “DVD & VCR CONTROL” panel. These connect directly to the PC mounted beneath the podium. You may connect any standard USB peripheral device you wish to use with the PC into these ports. Such peripherals include thumb drives, presentation control receivers, and joysticks.

Input Controls

Using the PC

Ensure the PC is powered on.

Press the  input button.

The  input button will light , and the image will show on both the symposium monitor and the projector. The PC can be controlled by the keyboard, mouse, and symposium panel.

When you are done using the PC, power down the PC using the mouse and keyboard, then power off the podium using the Power Off Sequence.

Using the DVD player

Press the  input button.

The  input button will light . The image will show on both the symposium monitor and the projector.

The DVD player can be controlled by the white “DVD & VCR CONTROL” panel mounted on the Extron control panel by using the buttons just as you would a remote control.

HINT- To skip previews and the menu screen, press stop, wait for two full seconds, then press play. This will immediately play the main feature on most DVDs

When you are done using the DVD Player, power off the podium using the Power Off Sequence.

Using the VCR

Press the  input button

The  button will light . The image will show on both the symposium monitor and the projector.

The VCR can be controlled by the white “DVD & VCR CONTROL” panel mounted on the Extron control panel by using the buttons just as you would a remote control.

If the video quality is poor, you can manually adjust the tracking by pressing the + and – buttons on the “DVD & VCR CONTROL” panel.

HINT- If you need to mark a start point on your tape, reset the counter on the VCR to 00:00 by pressing the TITLE button on the “DVD & VCR CONTROL” panel.

When you are done using the VCR Player, power off the podium using the Power Off Sequence.

Using the document camera

Ensure the document camera is powered on.

Press the  input button.

The  button will light . The image will show on both the symposium monitor and the projector.

HINT -You can show overhead projector slides with the document camera by placing a white piece of paper on the podium top, beneath your overhead film.

When you are done using the document camera, power off the podium using the Power Off Sequence.

Connecting a Laptop

All the necessary connectors can be found in an alcove recessed beneath the panel located to the right of the Extron control panel.

Connect the laptop using the provided laptop connectors.

Power on the laptop

Press the  button.

The  button will light ().

Ensure the laptop is configured to send signal to the projector.

The image will show on both the symposium monitor and the projector.

When you are done using the laptop, power off the podium using the Power Off Sequence, disconnect the laptop from the connectors and stow the connectors in the alcove to the right of the Extron control panel, and power down your laptop.

Troubleshooting

During troubleshooting, accurate diagnosis is critical. Recall any changes that may have been made since the last time you successfully used the equipment. Make note of any illuminated status lights on any of the equipment, read and make note of any error messages displayed, and use all of your senses when making observations about equipment. Accurate observations lead to fast and accurate diagnosis and troubleshooting. Inaccurate or incomplete observations delay problem resolution.

The projector won't turn on

Is the WAIT indicator blinking? The podium will not accept commands if the WAIT indicator is blinking. Wait for the WAIT indicator to darken before attempting to power on the display.

Are all other lights dark, including room lights? If the power is out or disconnected, the projector will not power on. Once power has been restored, attempt to power on the display again.

The projector turns on, but will only show a blank screen

Is the PIC MUTE button blinking? PIC MUTE will cause the screen to go black, giving the impression the projector is off. Press the PIC MUTE button again to resume normal video operation.

Is the correct input selected? Selecting the improper input will result in unexpected output to the display. Wait 5 seconds, and press the correct input button.

Is your input device powered on? Without power, an input device will not send a signal to the display. The input devices which require you to manually cycle their power are: PC, Laptop, and the Document Camera. Power on your input device.

Does the symposium panel display a different image than the projector? If both the symposium panel and the projector show a blank screen, the device providing input is likely sending a blank screen. Press space to ensure the screen saver is not on, the computer is not sleeping, and the presentation software has not blanked the screen.

*HINT- In PowerPoint, pressing **B** on the keyboard will display a **Black** screen, while pressing **W** will display a **White** screen.*

The projector turns on, but it cannot find a signal

Is the correct input selected? Selecting the improper input will result in unexpected output to the display. Wait 5 seconds, and press the correct input button.

Is your input device powered on? Without power, an input device will not send a signal to the display. The input devices which require you to manually cycle their power are: PC, Laptop, and the Document Camera. Power on your input device.

Are you using a laptop? Laptops require more steps to connect to a podium than any other input device. This makes them more likely to have issues displaying properly. Ensure the proper cables are connected securely to your device, use the retaining thumbscrews if possible. Restart your laptop. Some laptops detect external displays better if the display is plugged in before the computer is powered on. Ensure windows is sending a signal to the external display port, most laptops have a key combination shortcut for this, usually an alternate function on one of the F1-F12 keys.

The projector turns off while displaying a video or presentation

Has the podium been touched in the last 2 hours? The Extron controller will turn the display off after two hours of inactivity. This is a feature designed to prevent accidental idling of the equipment, and prolong bulb life.

If the projector turns off in intervals shorter than 2 hours, or the projector turns off more frequently after the first failure, contact IT. This is an indication of overheating, and the projector may need to be serviced.

I can't hear any sound

Is the AUDIO MUTE button blinking? If the AUDIO MUTE is active, the volume is set to minimum, and no signal is sent to the room speakers. Press the AUDIO MUTE button, and turn the volume knob clockwise to increase the volume.

Is the bottom green LED on the volume control blinking? The bottom green LED blinks when the volume is at minimum. Turn the volume knob clockwise to increase the volume.

I can't select a different input

Wait 5 seconds and try again. Selecting an input locks the control panel for 5 seconds to ensure all equipment works together in a synchronized manner.

The DVD player will not play my DVD

Are there scratches, dents, or defects on the top (label side) of the disk? Defects on the top of the disk destroy the data on the disk permanently. A common cause of defects on the top of the disk is labeling the disk with too firm a writing instrument (such as a ball-point pen). This is an unrecoverable state. Discard the disk.

Are there scratches, defects, or impurities on the bottom (opposite of label) of the disk? Impurities and defects on the bottom of the disk inhibit reading the data on the disk. Clean the disk, handle the disk by the edges only, and avoid sliding the disk across surfaces. Insert the disk and try again.

Is the DVD a recordable DVD? The most common sign the disk is not factory-stamped is that the bottom of the disk may be tinted rather than silver. Recordable DVDs are more difficult to read than factory-stamped DVDs. There are also other errors which can inhibit the reading of a recordable DVD. Use the PC to play these DVDs.

The podium won't turn on

Is the WAIT indicator blinking? The podium will not accept commands if the WAIT indicator is blinking. Wait for the WAIT indicator to darken before attempting to power on the display.

Are all other lights dark, including room lights? If the power is out or disconnected, the projector will not power on. Once power has been restored, attempt to power on the display again.

The podium won't turn off

Wait 5 seconds, then press and hold the off button for at least 2 seconds. The off button requires a long push to prevent the podium from being powered off inadvertently.

I have a different problem / It still won't work

Contact ITS between 8:00 AM and 5:00 PM Monday – Friday

406-265-3765

helpdesk@msun.edu

Cowan Hall 117B

HINT- Practice makes perfect. Practice your presentation on site during IT office hours before performing in front of a live audience. This preparation boosts your confidence and is part of any perfect performance.