

Classroom Podium Guide



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1 Basic controls

1.1 System overview



- A – Computer Monitor
- B – LED Work Light
- C – Crestron Touch Panel
- D – Cable Cubby
- E – Blu-ray/DVD Player Remote
- F – Blu-ray/DVD Player
- G – Computer Console



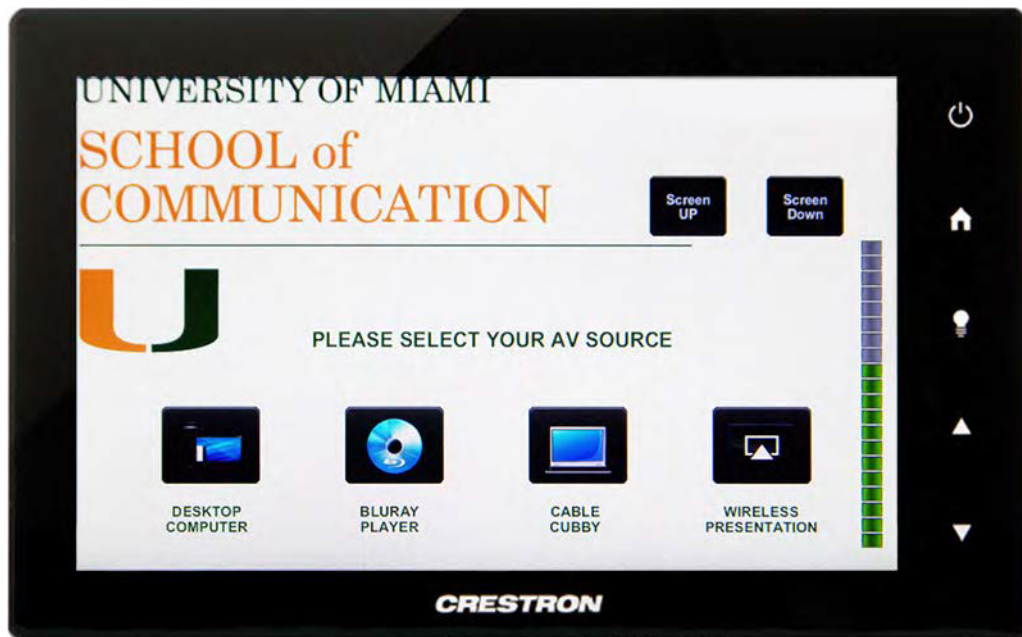
- A – Blu-ray/DVD Player
- B – Computer Power Indicator Light
- C – Computer Power Button
- D – Computer USB Port
- E – Spare Electrical Outlets

1.2 Turning on the system

1. Tap the touch screen once to turn the projector on and lower the projection screen.



2. Once the system is powered on, you should see the screen below.



➔ **NOTE:** If you inadvertently tapped the screen twice, you may see a message asking to turn the system off. Press the Back button to exit this screen to take you to the home screen above.

1.3 Selecting the device to project

1. To choose the device you'd like to project, tap on the related device from the screen below.



➔ **NOTE:** If you inadvertently select the wrong device, tap the Home icon located on the right side of the touch panel to return to the home screen.

1.4 Controlling the volume

1. Use the controls below to increase or decrease the volume of the sound system.



1.5 Muting the projector

Muting the projector causes it to stop projecting an image on the screen, but keeps the projector on so that it can be enabled once again quickly.

1. Tap the icon below to mute the projector. To unmute the projector, tap it once again.



2. The touch panel will flash the message "PROJECTOR IS MUTED" once it's enabled.



1.6 Using a flash drive or external hard drive

1. Connect the flash drive or external hard drive to one of the USB ports circled below.



➔ **NOTE:** If you connect a device to a USB port in the cable cubby (left picture) and it does not show up on the computer, try plugging it into the USB port in the computer console (right picture).

1.7 Turning off the system

Important: Please turn the system off when you are done using it to conserve the life of the projector.

1. Tap the power button once.



2. Tap the **System Off** button. This should turn off the projector and raise the screen.



3. Logout of the computer.

➔ **NOTE: The LED light on the projector will be red once the system is completely off.**

2 Using the podium computer

2.1 Turning on or restarting the computer

1. Please see the image below for the power button location. There is a power indicator light slightly left of the button that will be illuminated when the computer is on.



2. The desired method of restarting the computer is through the operating system. If that is unavailable, press the power button above for 5 seconds. If the computer is already off, press the button once to turn it on.

➔ **NOTE: If the previous user did not logout, please restart the computer using the second step above to login using your account.**

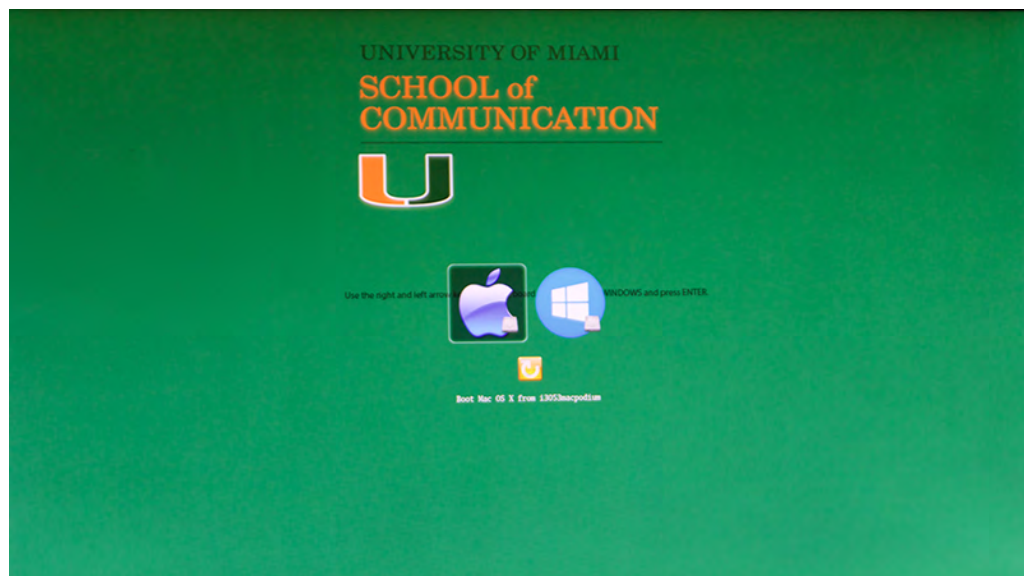
2.2 Selecting the operating system

Both Apple OSX and Microsoft Windows are available to use.

1. Select **DESKTOP COMPUTER** from the touch panel home screen.



2. If the computer is not already running the desired operating system, please restart the computer (see section 2.1).
3. Once the computer restarts, it will temporarily display the screen below on the computer monitor. Use the arrows on the keyboard to select the desired operating system and press the Enter key.



2.3 Mirroring the display to the projector

Mirroring the display will show the same content that is displaying on the podium computer monitor on the projector screen. This setting is the default and the steps below should only be done if it's been changed.

1. Select **DESKTOP COMPUTER** from the touch panel home screen.



2. For Apple OSX:
 - a. Open System Preferences by clicking on the gear icon in the dock or by clicking the Apple logo in the top-left corner and choosing **System Preferences...**
 - b. Select **Displays**
 - c. Click the **Arrangement** tab
 - d. Check the **Mirror Displays** checkbox to enable
3. For Microsoft Windows:
 - a. Right-click the desktop area and select **Screen resolution**
 - b. In the **Multiple displays** field, select **Duplicate these displays**

2.4 Extending the display to the projector

Extending the display will configure the computer monitor and projector screen to act as one large display. This will allow items to be dragged from one display to the other. Extended the display is useful when using presentation mode in PowerPoint, where the slideshow is displayed on the projector and the notes are displayed on the computer monitor.

1. Select **DESKTOP COMPUTER** from the touch panel home screen.

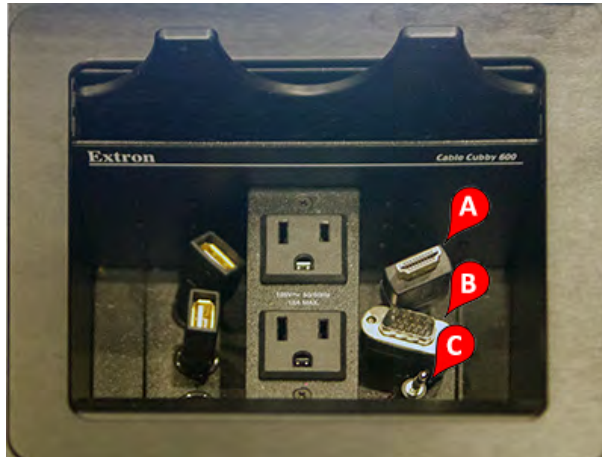


2. For Apple OSX:
 - a. Open System Preferences by clicking on the gear icon in the dock or by clicking the Apple logo in the top-left corner and choosing **System Preferences...**
 - b. Select **Displays**
 - c. Click the **Arrangement** tab
 - d. Uncheck the **Mirror Displays** checkbox to extend the displays
3. For Microsoft Windows:
 - a. Right-click the desktop area and select **Screen resolution**
 - b. In the **Multiple displays** field, select **Extend these displays**

3 Using a laptop computer

3.1 Connecting a laptop using cables

1. Both HDMI and VGA cables are available to connect to the video output ports on a laptop.



A – HDMI Cable (for video)

B – VGA Cable (for video)

C – Auxiliary Cable (for sound)

2. Connect the desired video cable to the laptop computer.
3. You may also need to connect the auxiliary cable to the laptop headphones port to enable sound.
4. Select **CABLE CUBBY** on the touch panel home screen.



➔ **NOTE: Some Apple laptops only have Thunderbolt ports available and no HDMI or VGA ports. In this case, an adapter will need to be used to connect the laptop.**

3.2 Connecting a laptop wirelessly using AirMedia

1. Select **WIRELESS PRESENTATION** from the touch panel home screen.



2. On the screen that is displayed on the monitor and/or projector, take note of the address and code located at the top.



3. On the laptop, use a web browser to visit the address you noted in the previous step and enter the code. Follow the instructions if it prompts you to install a plugin. Once installed, the laptop screen will be mirrored on the projector.

➡ NOTE: The AirMedia feature can also be used from desktop computers located in the classrooms.

3.3 Mirroring a laptop display to the projector

Mirroring the display will show the same content that is displaying on the laptop on the projector screen. This is usually the default when connecting a laptop. Only use the instructions below if it's been changed.

1. For Apple OSX:
 - a. Open System Preferences by clicking on the gear icon in the dock or by clicking the Apple logo in the top-left corner and choosing **System Preferences...**
 - b. Select **Displays**
 - c. Click the **Arrangement** tab
 - d. Check the **Mirror Displays** checkbox to enable
2. For Microsoft Windows:
 - a. Right-click the desktop area and select **Screen resolution**
 - b. In the **Multiple displays** field, select **Duplicate these displays**

3.4 Extending a laptop display to the projector

Extending the display will set the laptop and projector screen to act as one large display. This will allow items to be dragged from one display to the other. Extended displays are also useful when using presentation mode in PowerPoint, where the presentation is displayed on the projector and the notes are displayed on the computer monitor.

1. For Apple OSX:
 - a. Open System Preferences by clicking on the gear icon in the dock or by clicking the Apple logo in the top-left corner and choosing **System Preferences...**
 - b. Select **Displays**
 - c. Click the **Arrangement** tab
 - d. Uncheck the **Mirror Displays** checkbox to extend the displays
2. For Microsoft Windows:
 - a. Right-click the desktop area and select **Screen resolution**
 - b. In the **Multiple displays** field, select **Extend these displays**

4 Using the Blu-ray/DVD player

4.1 Playing a Blu-ray or DVD

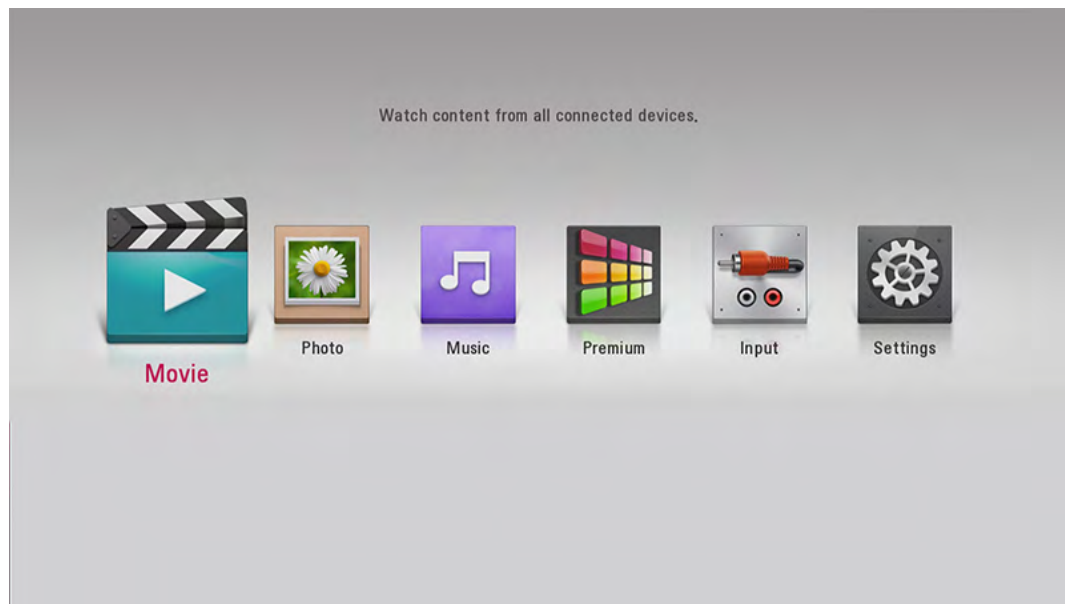
1. Select the **BLURAY PLAYER** device from the touch panel home screen.



2. Once selected, you'll see the screen below on the touch panel. The touch panel or the Blu-ray/DVD remote control can be used to control the device.



3. To turn on the Blu-ray player, press the button located on the front of it. The menu interface below will be displayed on the projector and monitor. Insert the disc in the Blu-ray player to play.



5 Troubleshooting

5.1 The system is on, but nothing is being projected

1. Make sure the projector is not muted (see section 1.5)
2. Make sure the computer is on (check the power indicator light)
3. Check the display settings (see sections 2.3 and 2.4)

5.2 No sound

1. Make sure the volume is adjusted properly (see section 1.4)
2. If using a laptop, try connecting the auxiliary cable (see section 1.2)