T101 AV Instructions

Displaying a PowerPoint Presentation:

1) Turn on the Projector by pointing the remote at the front of the projector and press and hold the button labeled *ON* for 3 seconds.
2) *Login* to the PC using the same login you use at your desk or use the guest account.
3) Open *My Computer* and then open your '*H:*' drive and browse to your saved PowerPoint presentation and open it[1]
4) Start the Slideshow by pressing *F5* on the keyboard or **F5/esc** key on the Logitech Presenter.
5) If the PC is not being displayed on the screen, press the button labeled Computer on the projector remote to switch to the PC input.
6) The Logitech Presenter can be used to navigate through the presentation by pressing either the left or right arrow buttons on the front of the advancer or you can use the keyboard.
7) If your presentation has sound, make sure the amplifier is set to a desirable volume level. Usually this is the fifth dot from the left on the knob labeled *COMPUTER.* The Amplifier is located in the cabinet below the printer.

To turn off the equipment after use:

1) Turn off the Projector by pressing the green button labeled *Standby* on the projector remote. A message will come up on the screen asking if you want to turn off the projector. Pressing the button labeled *Standby* a second time while this message is on the screen will power down the projector.
2) Close PowerPoint and logout of the PC by clicking *START* -> *Log Off* -> and click on *Log Off* in the window that pops up.
3) If the Amplifier was used, please turn off the power.

[1]If you are logging in using the Guest account, you will have to load your PowerPoint Presentation from either a *USB* memory stick or from a *CD / DVD* disc.

To Show a DVD / VHS video:

1) Turn on the Projector by pointing the remote at the front of the projector and press and hold the button labeled **ON** for 3 seconds.
2) Turn on the *DVD/VCR* Combo (located in the cabinet below the printer)
3) Press the button labeled *Video* on the projector remote until the *DVD / VCR* output is displayed on the projector screen.
4) Turn on the Amplifier (located in the cabinet below the printer) and adjust the volume level to the fifth dot from the left on the knob labeled *DVD/VCR*.
5) Insert your *DVD* or *VHS* tape into the *DVD /VCR* combo.
6) If video will not start, press the *DVD / VCR* button on the front of the *DVD / VCR* combo to switch to the desired function. (Current selected mode is displayed on the *DVD / VCR* combo's front display)
7) When you are finished you can eject the *DVD* disc or stop and rewind the *VHS* tape and then remove it

To turn off the equipment after use:

1) Turn off the Projector by pressing the button labeled **Standby**. A message will come up on the screen asking if you want to turn off the projector. Pressing the button labeled **Standby** a second time while this message is on the screen will power down the projector
2) Turn off the Amplifier.
3) Turn off the *DVD / VCR* combo (remember to remove your *VHS* tape or *DVD* before turning it off)

If you have any questions or would like to schedule a tutorial on using the SMART Podium, please call the computing services help desk at 479-9316

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