

# SHAFFER-1

## PODIUM USER GUIDE

If you need **HELP** call 410-516-6699 or go to [www.jhu.edu/assistme](http://www.jhu.edu/assistme)

### TURN THE SYSTEM ON

Press and hold the **Display Power** button for a few seconds then release.

The light will flash while the projector is warming up. It will remain steadily lit when the projector is ready.



### SELECT AN INPUT

Press the source button of the input you wish to use : VCR, Laptop, Computer, or Doc Cam

Use the Volume knob to control the level of audio.

### USE EQUIPMENT

**VCR**—After VCR has been selected, turn on the player, insert your VHS tape. Use the buttons on the player to control your media.

**COMPUTER**—the installed computer is internet ready and has a variety of software installed on it, including the MS Office Suite.

**LAPTOP**—Connect the VGA cable to the VGA port on your laptop. Turn the laptop on. Press the “Fn” key plus the key that says LCD/ CRT or has a monitor icon on it (typically F8). You may need to press the combination again to toggle through the options to get the image to display on both the projector and laptop screen

**DOC CAM**—Unfold the document camera and press power. Place the page you wish to project under the camera.

**HELP**— for help fill out the form at [www.jhu.edu/assistme](http://www.jhu.edu/assistme) or call 410-516-6699. Leave a brief voicemail; including classroom location. Tech staff will arrive in 5-10 minutes.



### TURN THE SYSTEM OFF

When you are finished, please press the **Display Power** button to turn off the system and projector. The light will flash while the projector is powering down. You will not be able to turn the projector back on during this cycle.

Be sure that you have ejected any media you may have used and take with you your laptop/ accessories.