Overview

The PC Podium is an in-class presentation hub that allows instructors to present from a built-in computer and their own laptop or mobile device. The PC Podium is connected to a ceiling-mounted projector which projects on to a pull-down screen at the front of the room. The podium is also connected to speakers to allow for audio presentation.

The PC Podium uses a Dell computer running Windows. Presentation material can be accessed on the computer over the Internet, by connecting a USB flash drive, or by inserting a DVD. Laptops, phones, or tablets can be projected by connecting them to the VGA cable provided.

Getting Started

• If the computer monitor is blank, the computer may have gone to sleep. Press the BACKSPACE key on the keyboard to wake it up. If the monitor remains black, the computer or monitor may have been turned off. Press the power buttons on the computer and the monitor to turn them on.

• After the computer has awoken or turned on, a login screen will appear. Enter your Rutgers NetId and password. Then click the LOGIN! button.

• After you have logged in, the Podium Control window will automatically open. This is the dashboard from which you operate the system.

• Under PROJECTOR CONTROLS, click on the POWER ON button to turn on the projector. The projector will begin to warm up and will be ready for use in approximately sixty seconds.

Using the Podium Computer

• If the projector has warmed up but is not projecting the computer image, click on SWITCH TO DESKTOP in the Podium Controller.

• To adjust the computer’s volume level, click and drag the VOLUME slider to the left or right.

• You may access your presentation material by opening a web browser or other computer program, inserting a USB flash drive, or inserting a DVD. See the subsections below for further instructions.

Opening a Computer Program

• In the bottom left corner, click on the start menu.

• Click on PROGRAMS. A list of programs will appear.

• Click on the program you would like to open.

Using a USB Flash Drive

• Insert your USB drive into the computer’s USB port.

• On the Podium Controller, press the OPEN USB button.

• A window will appear containing the contents of your USB drive. Double click on the file you would like to open.

Playing a DVD

• The DVD player is located in the podium computer. Press the EJECT button. Insert your disc. Press the EJECT button again.

• On the Podium Controller, click the PLAY DVD button.

• A video player window will open. Click on the playback control buttons in this window to play, pause, stop, skip forward, and skip backwards.

• To make the video image fill the entire screen, click on the full screen toggle button (the 5th button from the left) or press the F key. To exist full screen mode, press the ESC button.
Using a Laptop or Mobile Device

• The podium is equipped with a VGA cable. If your laptop, phone, or tablet is not equipped with a VGA cable, you will need to purchase a VGA adapter. The type of adapter required varies depending on what device you are using. Please contact DCS if you need assistance identifying the correct adapter.

• Connect the VGA cable to your device’s VGA port or VGA adapter. If you are using audio, connect the provided 1/8” audio cable to your device’s headphone port.

• Turn on your device.

• If the projector is not already projecting your device, on the Podium Controller, click on the SWITCH TO LAPTOP button. If your device has fully turned on and is still not projecting, you may need to adjust your device settings. For additional instruction on connecting from different devices, please contact DCS or visit https://dcs.rutgers.edu/dcs-faculty-resources/how-do-i.

• Adjust the volume level by raising or lowering the volume on your device and by dragging the VOLUME slider in the Podium Controller to the left of right.

Turning Off the Projector and Logging Off

• When you are finished using the projector, click on the POWER OFF button in the Podium Controller. A pop-up window will ask if you are sure. Click the YES button.

• When you are finished using the podium, press the LOG OFF button.

Podium Computer Programs

The following programs are installed on the Podium Computer:

• Adobe Reader X
• CD Burner XP
• CutePDF
• Internet Explorer
• Microsoft Access 2010
• Microsoft Excel 2010
• Microsoft InfoPath Designer
• Microsoft OneNote
• Microsoft Publisher
• Microsoft SharePoint Workspace
• Microsoft PowerPoint
• Microsoft Word
• Microsoft Publisher
• Mozilla Firefox

The DCS Help Desk and On-Campus Staff are available for assistance whenever classes are in session.

Digital Classroom Services
848-445-3612 • website: dcs.rutgers.edu • email: dcs@rutgers.edu