Overview

The Digital Classroom Podium is DCS's standard classroom presentation podium. The podium offers faculty the ability to project presentations from a classroom computer, a personal laptop or other device, a Blu-ray/DVD player, and a document camera. This pamphlet offers a brief overview of what the system can do and how to get started. For more information and assistance please contact DCS.

The new podium combines the ease of using a touchscreen with an internal computer. The computer monitor doubles as a touchscreen. To select items on the touchscreen you may use the mouse or simply touch the touchscreen.

Because the system has a built-in computer, faculty are not required to bring a laptop to class to project a computer-based presentation. Instead, you may bring your presentation to class on a USB drive or access it off of the Internet. The computer is also equipped with all software found in the Rutgers computer labs, including: Microsoft Word, Excel, Powerpoint, Skype, Quicktime Player, and Safari.

Getting Started

• On the podium, if the screen is black or displaying the screen saver, press the spacebar. The keyboard is located in the pull-out tray. Wait for the login screen to appear. It may take approximately five seconds.

• When the login screen appears, enter your Rutgers NetID and password. Press ENTER.

• After you have logged in, the Rutgers Podium Controller window will automatically open. This is the dashboard from which you control the system. It can be opened at any time by selecting the DCS logo on the desktop or application dock at the bottom of the screen.

• The first column allows you to select the source you would like to display.

• The center section is divided in to two parts. The top portion contains more detailed controls. These controls will change depending on what source you have selected in the first column. The bottom portion contains projector controls that will always be available.

• The third column contains volume controls and a log off button.

Using the Podium Computer

• Once you have logged in and are ready to project, select Podium Computer in the first column.

• If you are in a room with multiple projectors, a pop-up window will appear. In this window, select where you would like to display your source. Select Left for the stage left projector. Select Right for the stage right projector. Select Preview Screen for the podium preview monitor. You may select multiple options and may unselect an option by clicking it again. When you have finished making your selections, press Enter.

• Once the projector has warmed up, the computer image will appear on the screen. Now, everything you do on the computer will be projected. There are multiple ways to access your presentation.

• USB Drive: To access a presentation which you have brought to class on a USB drive, insert your USB drive into the USB port on the podium backsplash. Select the Open USB Drive button on the Podium Controller. A pop-up window will appear containing the contents of your USB drive. Find your presentation and double-click on it. Your presentation will now open. To eject your USB drive, drag the USB drive icon on the desktop to the trash icon on the dock.

• Internet: select the Web Browser button. A web browser will open allowing you to access web sites.

• Other Programs: to view all programs available, select the blue “A” folder in the dock located along the bottom of the screen. Select the program you would like to open.

• To control the volume level, adjust the Program slider by dragging the circle or tapping on the slider.
Using the Blu-ray/DVD Player

The Blu-ray/DVD player is located below the keyboard tray. It is capable of playing Blu-ray discs, DVDs, and audio CDs.

- To begin, select **Blu-ray** or **DVD** on the first column of the Podium Controller.
- If you are in a room with multiple projectors, a pop-up window will appear. In this window, select where you would like to display your source. Select **Left** for the stage left projector. Select **Right** for the stage right projector. Select **Preview Screen** for the podium preview monitor. You may select multiple options and may unselect an option by clicking it again. When you have finished making your selections, press **Enter**.
- Pull out the document camera drawer located on the side of the system.
- Raise the camera arm and lights. Please note, you may feel resistance when you open the camera arm. This is normal. Place your document, transparency, or object on the document camera staging area and point the camera at your source.
- If you are using a transparency, select the **Back light** button located on the center column of the Podium Controller. For all other sources, select the **Arm Light** button.
- To adjust the projected image, press the **Zoom In**, **Zoom Out**, and **Auto Focus** buttons on the Podium Controller.

Using the Document Camera

The Document Camera is a camera used to project images of documents, transparencies, and other presentation material.

- In the Podium Controller, select **Document Camera** in the first column.
- If you are in a room with multiple projectors, a pop-up window will appear. In this window, select where you would like to display your source. Select **Left** for the stage left projector. Select **Right** for the stage right projector. Select **Preview Screen** for the podium preview monitor. You may select multiple options and may unselect an option by clicking it again. When you have finished making your selections, press **Enter**.
- Pull out the document camera drawer located on the side of the system.
- Raise the camera arm and lights. Please note, you may feel resistance when you open the camera arm. This is normal. Place your document, transparency, or object on the document camera staging area and point the camera at your source.
- If you are using a transparency, select the **Back light** button located on the center column of the Podium Controller. For all other sources, select the **Arm Light** button.
- To adjust the projected image, press the **Zoom In**, **Zoom Out**, and **Auto Focus** buttons on the Podium Controller.

Using a Laptop or Other Portable Device

It is possible to present from a laptop, tablet, phone, or other portable device. The podium includes two cables used for connecting portable devices to the projector: a VGA cable (or 15 pin) and an HDMI cable. Portable devices use a variety of display ports, many of which are unique to that device. Therefore, if your device does not have a VGA or HDMI port, you will need to provide a VGA or HDMI adapter to use your device. Connect this adapter to your device's display port.

- The VGA and HDMI cables are kept in either the podium side drawer or – in larger rooms - in a drawer located below the keyboard. Please remove the appropriate cable.
- Connect one end of the cable to the HDMI or VGA port on the podium backslash. If you are using the VGA cable, connect the audio portion of the cable to the audio port next to the VGA port.
- Connect the other end of the cable to your device or adapter. If using the VGA cable, plug the audio portion in to your headphone jack.
- On the Podium Controller, select the appropriate button, depending on which cable you are using: VGA or HDMI.
- If you are in a room with multiple projectors, a pop-up window will appear. In this window, select where you would like to display your source. Select **Left** for the stage left projector. Select **Right** for the stage right projector. Select **Preview Screen** for the podium preview monitor. You may select multiple options and may unselect an option by clicking it again. When you have finished making your selections, press **Enter**.
- Turn on your device.
- To control the volume level, adjust the **Program** slider by dragging the circle, tapping on the slider, or pressing the mute button. You will also need to raise the volume on your device.

Using the Microphones

Certain Digital Classroom Podium rooms are equipped with a hand-held, podium, and/or wireless microphone. To see if your room has a microphone visit your classroom’s page on the DCS web site and check the Technology tab. In rooms with larger podiums, the microphones, cables, and batteries are kept in the drawer below the keyboard. In smaller podiums, they are kept in the document camera drawer.

**Wireless Microphones**

- Hold down the button on top of the body pack to turn it on. The status light will turn green.
- Clip the microphone to your clothing, near your neck.
- On the Podium Controller, raise the **Wireless Mic** slider by pressing a point on the slider.
- To mute the mic, press the button on top of the body pack once. The status light will turn orange. Press it again to unmute.
- If the status light is red, please replace the batteries. Press in the two clips on the sides of the mic pack and pull open the battery cover to access the batteries.

**Hand-held Microphones**

- Plug one end of the provided XLR cable into the bottom of the hand-held microphone. Plug the other end into the XLR jack that is located next to the touchscreen.
- Move the power switch on the mic into the on position.
- On the Podium Controller, raise the Handheld Mic volume slider by pressing a point on the slider.

**Podium Microphones**

- Plug the microphone into the XLR jack located next to the touchscreen.
- On the Podium Controller, raise the podium mic slider by pressing a point on the slider.