

University of Pittsburgh Office of Medical Education

Instructions: Equipment in Lecture Room 2

To Turn on the System (*this must be done first!*):

1. Unlock the door in the front of the room behind the podium using a Y-80 key.
2. Directly inside is a tall black media stand (labeled 2). Press the Master Power button.
3. On the podium, you will see a small white system panel. Turn the power on by pressing the "On" button. The system is ready once the lights stop flashing.

To Use a Laptop:

1. Connect the black cable at the top of the podium to the back of your laptop.
2. Turn on your laptop.
3. The screen resolution on your laptop must be set at 1024x768 with a refresh rate of 60 Hz. To change your resolution and refresh rate (*on a Windows PC*):
 - a. Right-click in any blank area on your desktop.
 - b. Select Properties from the menu.
 - c. Click the Settings tab.
 - d. Change the Screen Area to 1024x768 pixels.
 - e. Click the Advanced button.
 - f. Click the Monitor tab.
 - g. Change the Refresh Frequency to 60 Hz.
 - h. Click OK.
 - i. Click OK.
 - j. Confirm that the new settings appear correctly. If you are asked to reboot your computer, click Yes.
4. Load your presentation on your laptop.
5. Select which projector you would like to use (left or right). On the podium system panel, press the button labeled Laptop that corresponds to the projector of your choice.
6. When you are finished, please remember to:
 - a. Shut down your laptop and take it with you
 - b. Shut down the system (see below)

To Use the PC in the Podium:

1. Unlock the podium doors with the key found in the closet behind the podium. The key will be on top of a light switch along the rear wall.
2. Turn on the PC by pressing the power button on the tower.
3. Log in to Windows. The username is omedguest and the password is omedguest1.
4. Load your presentation on the computer using the CD-ROM, Zip, or floppy drive.
5. Select which projector you would like to use (left or right). On the podium system panel, press the button labeled PC that corresponds to the projector of your choice.
6. When you are finished, please remember to remove any disks from the drives, shut down the computer, and lock the cabinet. Please also be sure to return the podium key to the closet.
7. When you are finished, please remember to:
 - a. Remove any disks from the drives
 - b. Shut down the PC
 - c. Shut down the system (see below)

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To Show a Video:

1. The VCR is located in the media rack in the closet behind the podium (VCR is labeled 2c).
2. Turn on the VCR by pressing the power button.
3. Insert your video cassette.
4. The VCR only works properly with the right projector. On the podium system panel, press the button labeled VCR that corresponds to the right projector.
5. Start your video by pressing the Play button on either the VCR or the VCR remote control (located on top of the media rack).
6. When you are finished, please remember to:
 - a. Remove your video cassette from the VCR
 - b. Shut down the system (see below)

To Show a Slide Presentation:

1. The slide projectors are located in the closet at the rear of the lecture room. Unlock the door with an H-400 key.
2. Place your slide carousel(s) on the projector(s).
3. Turn on the projectors by pressing the power button on the remote control located in the closet. When facing the slide projectors, the Left buttons on the remote control will control the projector on your right and vice versa.
4. Use the remote control to advance through your slides. Please note that the controls on the podium do not work with the slide projectors. You must use the remote control.
5. When you are finished, please remember to:
 - a. Remove your slides from the projector(s)
 - b. Return the remote control to the cabinet
 - c. Lock the cabinet door
 - d. Shut down the system (see below)

To Use the Wireless Microphones:

1. Two (2) wireless microphones are located in black plastic boxes on top of the media stand in the front closet behind the podium.
2. Take the microphone out of the box and remove the battery cover.
3. Rechargeable 9-volt batteries are located in the battery charger in the black media stand (below the master power button). Pull on the tab and remove one of the batteries from the charger.
4. Insert the battery into the microphone and close the battery cover.
5. Turn on the microphone (the switch is located on the front of the battery pack).
6. When you are finished, please remember to:
 - a. Turn the microphone off
 - b. Return the battery to the charger in the black media stand
 - c. Place the microphone back in its box

To Shut Down the System:

1. Press the Off button on the system panel located on the podium.

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2. Once the lights on the small white system panel on the top of the podium stop flashing, press the Master Power button located at the top of the media rack inside the closet behind the podium. Lock all podium doors if done for the day.
3. Turn off the light in the closet and pull the door shut behind you (it will lock automatically).