

# University of Pittsburgh Office of Medical Education

## Instructions: Lecture Room 3

### Turning on the System:

1. On the podium panel select "Display: On". The projector may take up to a minute before the screen displays anything.
2. Turn on PA switch (wall outside of closet).
3. Turn on the power to the Amplifier (black box in the closet). This controls the sound for the PC, VCR, and microphones. If you do not turn it on, the sound for these devices will not work.

### To Use the PC:

1. Unlock the podium using the key located in the AV closet
2. Turn on computer using the power button located on the front.
3. Make sure "PC" is selected on the podium panel
4. There is a switch box located inside the podium. Press the button labeled 1 (PC).
5. Log in to the computer using username 'omedguest' and password 'omedguest1'.

### To Use a Laptop:

1. Connect the laptop to the monitor cable in podium.
2. Plug the headphone cable into the headphone jack on your laptop (if you wish to have sound).
3. There is a switch box located inside the podium. Press the button labeled 2 (laptop).
4. Turn on the laptop.
5. If you **DO NOT** see your computer screen displayed by the projector...
  - a. Ensure that the *PC* button on the podium panel is pressed.
  - b. If the image from your laptop still does not appear on the LCD screen, check your video settings. (Use *Fn + F7* or *F8* on your keyboard; it may be marked CRT/LCD or have an icon resembling a TV set.)

### To use the DVD player:

1. Make sure the system is turned on
2. Select Video on the podium panel.

### Shutting Down the System:

1. Unplug the cables from your laptop.
2. To turn off the system, press the "Display: Off" button on the podium panel. This will initiate the shut down process which may take a few moments.
3. Turn off the DVD player