

Office of Information Technology

Classroom and Lab Support

BB 29

Capacity: 40

Equipment: Smart Podium, projector, screen, and sound system

The Smart podium consists of a PC with Windows operating system, a DVD/VCR player, and connections for a laptop computer. All items are connected to the projector and sound system through a switch box located on the top of the podium.

Computer:

- Manufacturer: Hewlett Packard
- Model: DC5750
- Processor: AMD Athlon 64, 2.20GHz
- Memory (RAM): 1GB
- Hard drive: 80GB
- DVD R/W
- Operating System: Windows XP

Software:

- Adobe Reader 8
- Adobe Shockwave Player
- Firefox 2.0
- Internet Explorer 7.1
- Microsoft Access 2007
- Microsoft Excel 2007
- Microsoft PowerPoint 2007
- Microsoft Publisher 2007
- Microsoft Word 2007
- QuickTime Alternative 1.76
- Real Alternative 1.57
- Windows Media Player 11

If you need assistance, contact the OIT Help Desk at x 4130 or come by Leo Hall 116.

Setup to view devices on the projector screen.

- 1) Turn on the projector and wait for it to warm-up.



- 2) Turn on the computer.



- 3) Turn on the DVD/VCR player, and select to play DVD or VCR.



- 4) Press corresponding controller button to view the **computer**, **laptop**, or **DVD/VCR player** on the projector screen.

Laptop Setup

Hook up Laptop to the Audio, Monitor, and Ethernet cable connections that are made available on the podium.



(Sound) Audio

(Internet) Ethernet

(Out to projector) VGA Monitor



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**For assistance, please call
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Extension 4130**

Please turn the Projector off, shut down the Computer, and turn off the VCR/DVD when you are finished.