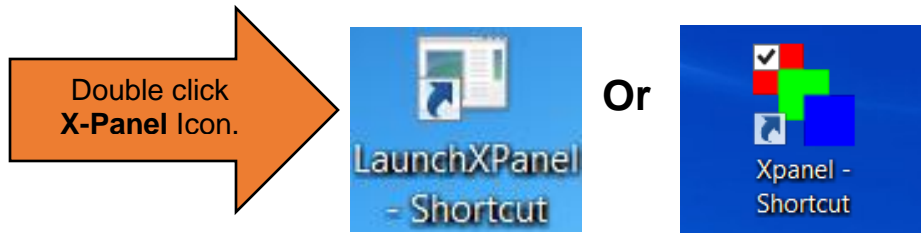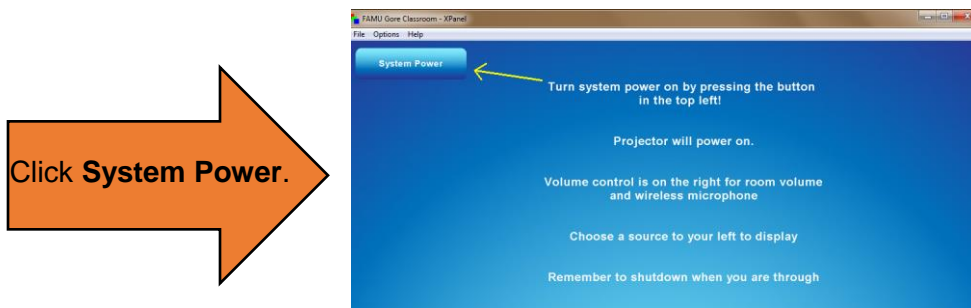# TIER 1 AND TIER 2 CLASSROOM START UP GUIDE

ATTENTION: **Please do not unplug any cords at all, as it may result in the technology not functioning properly.**
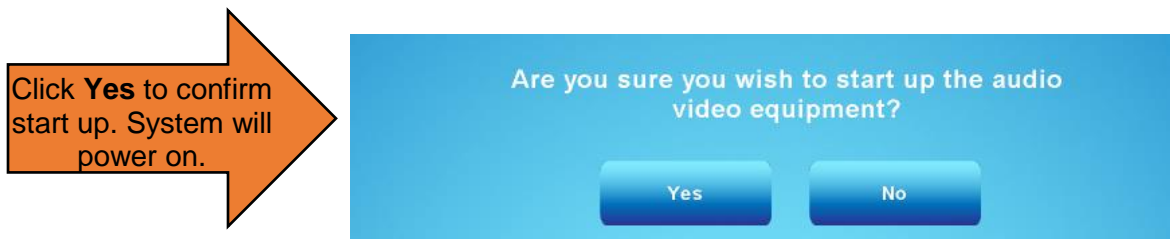
1. Wake up Podium PC (with mouse, keyboard or touch screen).

   If the Podium PC does not wake up, confirm that it is powered on.

2. From the Desktop, double click on the **X-Panel** icon to launch the **X-Panel**.

3. Click **System Power** from the X-Panel screen.

4. To start audio video equipment, click **Yes.**

5. Select the Source you are using (**PC**, **Personal Laptop**, **Doc Cam** or **Blu-Ray Player**)

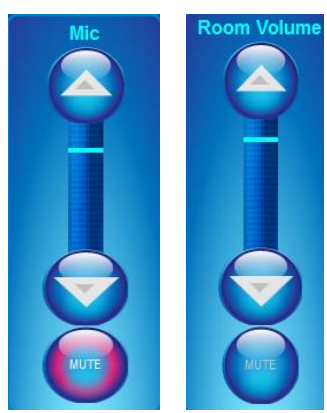Select the source you wish to use for your class meeting.

6. If you are using your laptop, connect your device to the podium using a HDMI or VGA cable.

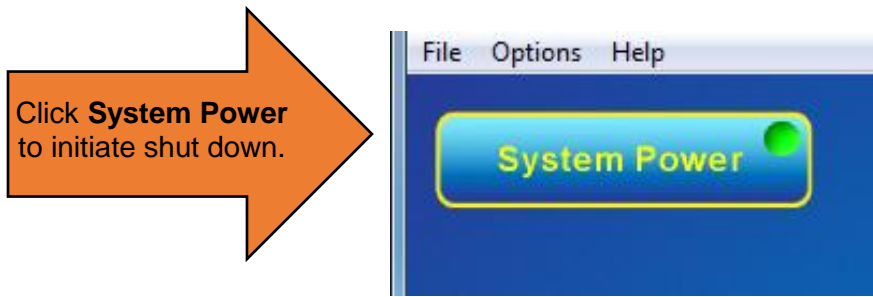Connect your device to the proper slot on the podium.

7. Use toggle to control Mic and Room volume. (Make sure PC volume is at a proper level.)

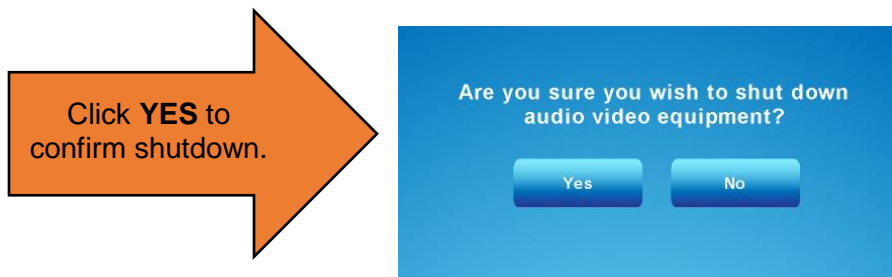**System volume** is controlled with toggle.

Before leaving, **PLEASE shut down** the system.

8. To Shut Down system, click **System Power**.

Click **System Power** to initiate shut down.

File   Options   Help

System Power

9. Then, click **Yes** to confirm that you wish to shut down the audio video equipment.

Click **YES** to confirm shutdown.

Are you sure you wish to shut down audio video equipment?

Yes   No

For assistance, please contact:

Office of Instructional Technology at 850-599-3460