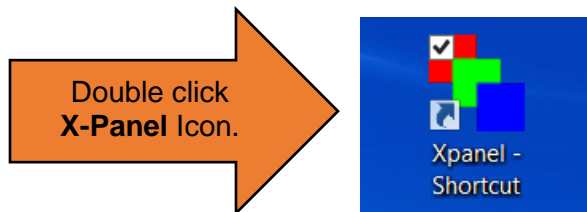# TIER 1 AND TIER 2 CLASSROOM START UP GUIDE

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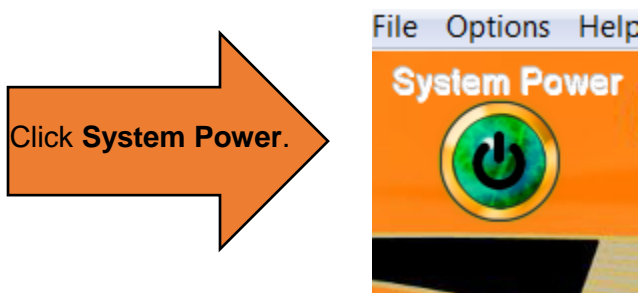
1. Wake up Podium PC (with mouse, keyboard or touch screen).

   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**.

   Double click **X-Panel** Icon.

   Xpanel - Shortcut

3. Click **System Power** from the X-Panel screen to initiate start up.

   Click **System Power**.

   File Options Help
   System Power

4. Select the Source you are using (**PC**, **Laptop**, **Doc Cam** or **DVD Player, etc.**)

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

5. 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.

6. Use toggle to adjust Mic Volume if needed.

Mic volume is controlled with toggle.
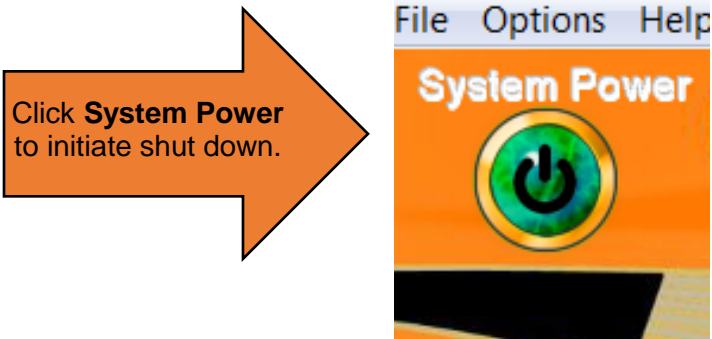

MICROPHONE LEVEL

LAPEL   HANDHELD

7. Use toggle to 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.

For assistance, please contact:

Office of Instructional Technology at 850-599-3460