TIER 1 AND TIER 2 CLASSROOM START UP GUIDE
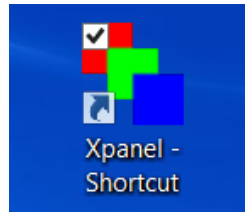
ATTENTION: **Please do not unplug any cords at all, as it may result in the technology not functioning properly.**

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**.
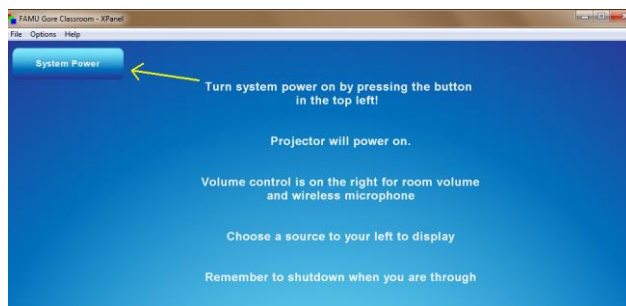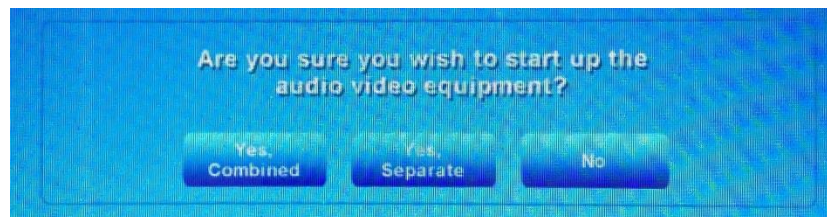
Double click **X-Panel** Icon.

LaunchXPanel - Shortcut

Or

Xpanel - Shortcut

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

Click **System Power**.

FAMU Gore Classroom - XPanel
File   Options   Help
System Power
Turn system power on by pressing the button in the top left!

Projector will power on.

Volume control is on the right for room volume and wireless microphone

Choose a source to your left to display

Remember to shutdown when you are through

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

Combined to display from dual projectors. **Separate** for single projection display.

Are you sure you wish to start up the audio video equipment?

Yes, Combined   Yes, Separate   No

5. Select the Source you are using (**Computer, Personal Laptop**, or **Doc Cam**)

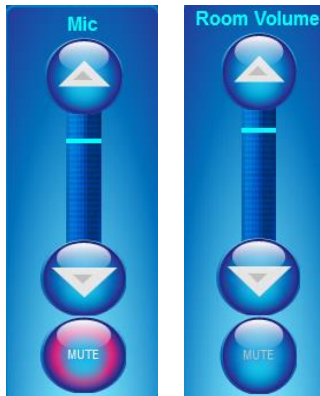Select the source you wish to use for your class meeting.

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

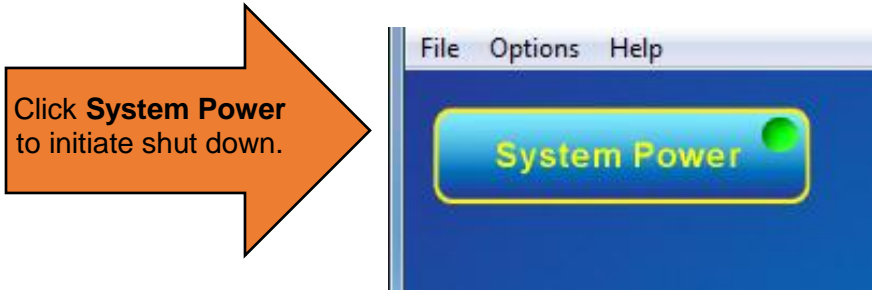Connect your device to the proper slot on the podium.

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

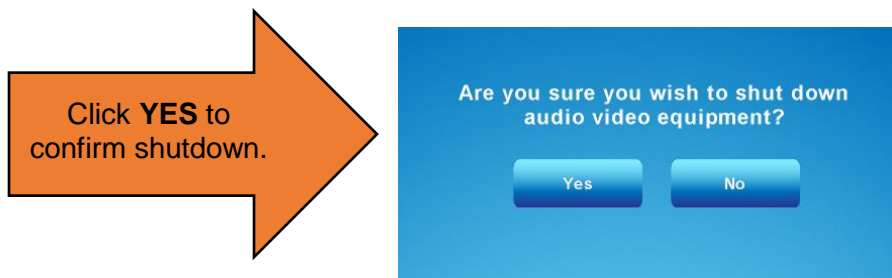**System volume** is controlled with toggle.

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