Podium Instructions
LWR CIT Building
Rooms: 116

The teaching podiums at SCF Lakewood Ranch each have a control panel installed on the top of the podium for easy access to many of the equipment features. Power for each piece of equipment is **NOT** available from the control panel. The power button on the control panel will just turn on the overhead projector.

For this room, the control panel should look like this:

To turn on the PC:
- If the **power button** on the front of the computer is **not lighting up green**, press the power button to turn it on.
- If the power button is **flashing green** that means that it’s asleep and you need to hit the enter key on the keyboard to wake it up.
- If the light is **solid green** that means the computer is already on.

To log in to the Computer:
- **There is no password.** All computers should be set to log in as **Istudent** on the **MCCLABS** domain.
  - **Note:** If for some reason your log in screen doesn’t look like this, please select the button labeled ‘Switch User’ and the type in for the username: **MCCLABS\Istudent** and press enter. Again, there is no password.
To turn on the Projector:
- Touch the control panel screen to wake it up.
- When the welcome screen appears, touch the screen again to turn the projector on.
- A screen appears while the projector warms up
- Press the screen again to get to the menu

- Please note that the image from the projector won’t show up right away, it takes a minute or two to warm up. Please be patient.
- The projectors are scheduled to time-out after 3 hours to help prolong the life of the bulb. To avoid having to reset the projector during a class, just press the button on the podium that controls the device you are using before 3 hours have passed.

Using the Control Panel:
- At the top of the screen are buttons for each of the devices, just press the button for whichever device you want to use.
- The volume control is on the right side of the screen, this will control the volume for all devices.

To turn off the Projector:
- Press the System Off button at the top of the screen
- Touch the screen when the message ‘Press to shut down system’ appears.
To use a Laptop:

• There is a video and audio cable that is sitting on top of the podium, just connect these cables to the laptop.

• Press the Laptop button on the control panel to have the projector display what’s on the laptop.

To use the Document Camera:

• Take the laptop video cable that is sitting on top of the podium and connect it to the port on the back of the document camera labeled ‘RGB-1’.

• Press the Laptop button from the control panel
• Press the power button on the Document Camera to turn it on. The camera should auto-adjust and focus. You may manually zoom in and out using the buttons on the top of the camera.

If you have any questions or concerns, please call the Help Desk (941) 752-5357 or Amy Newsome (941) 363-7256.