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 (*May be black or white)*:

![Podium Control Panel](image)

**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.
- Make sure the monitor is turned on and the power button is lighting up green.

**To log in to the Computer:**
- There is no password. All computers should be set to log in as **lstudent** on the **MCCLABS** domain.
o **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\lstudent and press enter. Again, there is no password.

**To turn on the Projector:**
- Press and hold the power button on the control panel for 2 seconds and the light next to the button should start flashing green - this indicates that the projector is warming up.

![Projector Power Button Flashing Green](image)

- **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:**
- Each device available in this room is labeled and given a button on the control panel. Once the projector is on, **just push the button for whatever device you would like to use.**
- The volume knob will control the volume for all of the devices in the room.

**To turn off the Projector:**
- Press and hold the power button on the control panel for 2 seconds and the light next to the button should start flashing green again and the picture will disappear. This indicates that the projector is cooling off. After a minute or so the projector should turn off.

**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:
• Press the Document Camera button from the control panel
• Slide 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.