This room is coordinated by the Extron Control Panel mounted on the wall. The Podium computer and other equipment is located in the black cabinet.

### Getting Started
1. Locate the Black Control Panel on wall.
2. Press and Hold the Power button for 5 seconds.

### Adjusting the Volume
1. Turn the Volume knob on the Control Panel.
2. No Audio from Podium? Check the Volume icon on the podium computer.

### Using the Podium
1. Open the cabinet and power on the Podium computer.
2. Turn on the monitor (if necessary).
3. Log in with your Norse Key
   - *It may be necessary to wait 30 - 60 seconds before logging in to allow the system to start all services and connect to the network.*
4. To display on the LCD Projector, press **PC** on the Control Panel.

### Using a Laptop
1. Locate and plug in the laptop video/audio cable.
2. Press **Portable** on the Control Panel.
3. Start the laptop or press the LCD/CRT key (often FN+F8 on Windows laptops).

### Using the VCR or DVD Player
1. Select **VCR/DVD** from the Control Panel on the wall.
2. Insert the VHS Tape or DVD into the machine.
3. Use the remote or buttons on the machine to control the video.

### Shutting Down
1. On the Control Panel, press and hold the **Power** button for 5 seconds.
2. Shutdown the Podium Workstation
3. Leave everything else powered on.

For assistance, contact the LIS Technology Help Desk at x1000.