This room is coordinated by a Switch located in the cabinet or on the desk. The Podium computer and other equipment is located in the desk.

Using the Podium
1. Open the desk 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, select **PC** on the Switch.

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

Using the VCR or DVD Player
1. Select **Video** on the LCD Remote.
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. Shut down the LCD Projector by pressing **Standby** on the LCD Remote twice.
2. Shutdown the Podium Workstation
3. Leave everything else powered on.

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