This room is coordinated by the Extron Control Console placed on the desk or cabinet. The Podium computer and other equipment is located under the desk or in the black cabinet.

### Getting Started
1. Press **ON** under Display.

### Adjusting the Volume
1. Turn the Volume knob.
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.
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 **OFF** under Display.
2. Shutdown the Podium Workstation
3. Leave everything else powered on.

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