Franco Podium Operation Instructions

F151

Turning On the Equipment

1. To begin, if the control system is asleep (screen is dark when asleep) wave your hand over the light sensor located in the lower left corner of the control panel to wake it up. A Penn State logo screen should appear.

2. Touch the Penn State Berks logo on the control panel screen.

3. Follow the On Screen directions and press the appropriate buttons on the touch screen for your desired application.
   a. If you plan to use the video projector(s) press the “Far Projector ON”, “Near Projector ON”, or the “Both Projectors ON” button.
   b. If you simply wish to connect an audio device such as an MP3 player and do not need the projector then press “Audio Only” button. Then, locate the 3.5mm audio cable in the cable cubby box and connect it to your device.

2. Sound level is adjusted by turning the volume knob located on the control panel.

Desktop Computer

1. IMPORTANT! If computer is not already on, turn on the computer first.
2. Follow the instructions “Turning On the Equipment” above to turn the system on.
3. Decide which projector you wish to view the image on by pressing the “Far Projector” or the “Near Projector” button.
4. Press the “Room PC” button located on the touch panel. What is on the computer should now be displayed.
5. If you desire to change the computer to another source see the section titled “Changing Sources” on page 2.
6. To turn off the system refer to the “Turning Off the System” section on page 2.
7. IMPORTANT! Do not shut down the computer, just log off.

Blu-Ray DVD Player

1. Follow the instructions “Turning On the Equipment” above, to turn the system on.
2. Decide which projector you wish to view the image on by pressing the “Far Projector” or the “Near Projector” button.
3. Press the ON button on the DVD Player, and then press the “Eject” button.
4. Place the DVD onto the DVD player’s tray.
5. Select DVD Player on the touch panel and use the touch panel buttons to operate the DVD player. Use the “Back” button to navigate to the previous screen.
6. If you desire to change the “Blu-Ray DVD” to another source see the section titled “Changing Sources” on page 2.
7. Be sure to eject and remove the DVD from the DVD player when finished.
8. To turn off the system refer to the “Turning Off the System” section on page 2.

Need assistance? Wish to report a problem? Call H.E.L.P. or ext. 4357
Franco Podium Operation Instructions (continued)

Connecting a Laptop, Document Camera or any other Auxiliary VGA, HDMI or AV Equipment

1. Follow the instructions “Turning the On Equipment” on Page 1 to turn on the system.
2. Decide which projector you wish to view the image on by pressing the “Near Projector” or the “Far Projector” button.
3. Locate the appropriate cable in the cable cubby hole and connect it to your equipment. If you are using a laptop, connect the small 3.5mm audio connector to the laptop’s Headphone receptacle.
4. You may plug your equipment power cord into the electrical receptacle located in the cable cubby and then turn on the equipment/laptop.
5. Depending on the type of output your equipment uses, press the “AUX VGA” or “AUX HDMI” or “AUX Video” button located on the touch panel.
6. For specific instructions on using the Document camera, refer to page 3.
7. If you are using a laptop and no image appears on the screen, press buttons FN&F8 (DELL), FN&F3 (Gateway), Option Key & F5 (MacBook)—*This function varies with manufacturers*—The two key combinations will toggle video output on the laptop.
8. If you desire to change the equipment or laptop to another source see the section below titled “Changing Sources”.  
9. To turn off the system refer to the “Turning Off the System” section below.

Changing Sources

1. If you desire to select a different source and keep the system on, press the “Back” button on the touch panel.
2. Decide which projector you wish to view the image on by pressing the “Near Projector”, “Far Projector”, or “Both Projectors” button.
3. Select the desired source such as “PC”, “DVD Player”, “AUX VGA”, “AUX HDMI”, or “Doc Cam”. If you need, locate the appropriate cable in the cable cubby hole and connect it to your equipment.

Turning Off the System

1. When you are done using the projector press the “System Off” button to shut down the projection system. After pressing the “System Off” button, the system will ask you to either “Power Down” or “Cancel”, you must select “Power Down” to shut the system down.

Using USB Storage Devices

1. If you wish to use USB Storage devices, you can find the USB extension cable in the cable cubby box to connect to.

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Franco Podium Operation Instructions (continued)

Using the Document Camera

1. Follow the instructions “Turning On the Equipment” on Page 1 to turn on the system.
2. Decide which projector you wish to view the image on by pressing the “Far Projector” or the “Near Projector” button.
3. Turn on the document camera.
4. You may adjust the zoom of the camera with the spin knob located on the head of the document camera.
5. If you desire to change the equipment to another source see the section titled “Changing Sources” on page 2.
6. Don’t forget to turn the document camera off.
7. To turn off the system refer to the “Turning Off the System” section on page 2.