

Connecting a Laptop to a Classroom Podium

- 1) Connect laptop with VGA and audio cord located on the right side of the podium console.



- 2) Once secured, select the “ON” button (1) located beneath display to turn projector on. Next, select the “laptop” button (2) to switch the input. Adjust volume for sound by turning the volume knob (3) located beneath the “On/Off” buttons. **Please note – Step 2 also applies to using the PC and Document Camera functions).



- 3) To shut down the projector properly, please **hold your finger** on the “OFF” button (4) until the screen turns black. Please do not click the button one time. This breaks the timing between the podium switch and the projector.