INSTRUCTIONS FOR GSAPP CLASSROOM AV PODIUMS

All podium equipped GSAPP AV classrooms have a built-in desktop computer and the ability for laptop connection to a projector. These podiums also have the ability to play sound, both computer and speech.

For changing projection between built-in desktop and laptop input, you must use switcher remote on top of the podium.

Press down on the remote to change between:
- Desktop (Yellow Light)
- Laptop (Green Light)

How to use the built-in desktop computer:
1) Make sure desktop computer is turned on. (located on the left side of the podium)
2) Aim the remote (secured to the podium) at the projector and press the “power” button.
3) Change switcher remote accordingly. (see above)

How to use a laptop:
1) Plug white cord labelled “laptop” into laptop. (also plug in USB & audio cords)
2) Aim the remote (secured to the podium) at the projector and press the “power” button.
3) Change switcher remote accordingly. (see above)

Sound:
The podium mic may be turned on or off by using the switch built into the base of the microphone. Microphone volume may not be adjusted.
Program volume from the desktop or laptop must be adjusted on the computer. No sound?
Make sure the computer sound is not muted or the volume is not too low.

Loading Media:
Media may be loaded to the built-in desktop computer via USB or CD/DVD drive located on the left side of the podium.

Troubleshooting:
*If an image appears on the monitor but not on the projector, locate the remote (see above) and press the “search” button.
*If an image still does not appear, your problem is likely cloning, follow the steps below:

1) Right-click on desktop & select “NVIDIA Control Panel.”
2) In “Set up multiple displays” tab, select “Clone.” Now hit “Apply.”

If this doesn’t resolve the issue, please drop by 203 Fayerweather or call at (212) 854-1842