Thurgood Marshall School of Law – IT Department
Classroom Technology Training

All of the classrooms at TMSL have A/V control podium systems that allow the user to utilize multiple sources and outputs to deliver class material, lectures and other multimedia presentations. This document will familiarize you with the basic functionality of the podium systems and basic troubleshooting. The picture below shows a standard podium setup and basic control areas. The main monitor shows the PC display, the left-hand side has the microphone, laptop connection jacks, and the USB port, the right-hand small display is your podium control touch screen.

*Keep in mind that the built-in PC system should support all of your needs, and you only need to bring a flash(USB) drive with your data on it. While the podium systems do support a laptop connection, they have been designed to eliminate the need to connect additional equipment.*

![Basic view of the podium systems in the TMSL Classrooms](image1)

![Figure 1. Initial Podium Screen](image2)
If the display is blank, tap the screen once and it should display like Figure 1. If the screen does not show anything, contact the IT Help Desk at x1120, and we will assist you. You may also see screens like Figure 2 or Figure 3, if that is the case, please consult the text in those sections to see how to proceed.

*In all cases, you can always hit the “Power Off” button at the top of the screen (see Figure 2) to recycle the system to the initial screen.*

![Figure 2. Source Selection](image)

This screen will allow you to choose your Output Display, and your Source. This is the first screen you should see after touching the screen from Figure 1. You can also control the audio level/mute function from this screen.

**SOURCE CHOICES**
- **PC**: Computer built into the podium cabinet
- **LT**: Laptop or other device connected to the provided VGA, Audio and Network cables
- **DVD/VCR**: DVD/VCR built into the podium cabinet (in some systems)
- **DOC CAM**: Some systems will also have a document scanner in the right-hand drawer of the podium

**DISPLAY CHOICES**
- **Proj**: Output to the projector only
- **Disp-L**: Left-hand Plasma Display (if available)
- **Disp-R**: Right-hand Plasma Display (if available)
- **ALL**: Output to all displays (if available)
Figure 3. Displays Selection

The Displays Selection (Figure 3) allows you to individually control the display options in the room. Depending on the displays available, you can turn each display on and off from this screen. You should not need to use this screen unless you want to change the displays in the room. The default function of the system is to enable all displays when selecting either PC or LT (laptop) from the screen shown in Figure 2.
Setting up podium for PC usage

![Podium Control Panel]

**Figure 4. PC Selection**

1. Touch the PC button on the Source Screen. The projector should come on, and the screen should drop. If there are plasma displays available in the room, they will come on also.

2. Your volume control should be available from the icon on the podium monitor. Keep in mind that although you can control the main volume from the controls in Figure 4, you should ensure that the volume on the PC is set appropriately. Mute functionality should work from either the touch screen or the main monitor.

3. Again, at any time, if you want/need to reset the screens, use the Power Off button at the top of the screen, and it will recycle to the screen shown in Figure 1.
Setting up podium for Laptop usage

1. You will need to attach your laptop (or other VGA device) using the cable provided at every podium. These are usually kept in the right-hand drawer. (Figure 5 shows the connection points)

2. Touch the LT button on the Source Screen. The projector should come on, and the screen should drop. If there are plasma displays available in the room, they will come on also.

3. Your volume control should be available from the audio controls on your laptop device. Keep in mind that although you can control the main volume from the controls in Figure 4, you should ensure that the volume on the Laptop is set appropriately. Mute functionality should work from either the touch screen or the main monitor.

4. Again, at any time, if you want/need to reset the screens, use the Power Off button at the top of the screen, and it will recycle to the screen shown in Figure 1.

If you have any additional questions or concerns, please contact the TMSL IT Department at x1120.
You can also email us at TMSL-Help@tsu.edu