ATTENTION: Please do not unplug any cords at all, as it may result in the technology not functioning properly.

1. Wake up Podium PC (with mouse, keyboard or touch screen).
   If the Podium PC does not wake up, confirm that it is powered on.

2. From the Desktop, double click on the **X-Panel** icon to launch the **X-Panel**.

   ![Launch X-Panel](image1)

   ![X-Panel](image2)

Or

3. Click **System Power** from the X-Panel screen.

   ![System Power](image3)

4. To start audio video equipment, click **Yes**.

   ![Are you sure you wish to start up the audio video equipment?](image4)

   **Click Yes to confirm start up. System will power on.**
*if the projector does not power on after you’ve confirmed Start-up, use the remote to turn the projector on/off.

5. Select the Source you are using (PC, Personal Laptop, Doc Cam or Blu-Ray Player)

6. If you are using your laptop, connect your device to the podium using a HDMI or VGA cable.

7. Use toggle to control Mic and Room volume. (Make sure PC volume is at a proper level.)
Before leaving, **PLEASE shut down** the system.

8. To Shut Down system, click **System Power**.

9. Then, click **Yes** to confirm that you wish to shut down the audio video equipment.

For assistance, please contact:
Office of Instructional Technology at 850-599-3460