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.

   Double click X-Panel Icon.

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

   Click System Power.

4. To start audio video equipment, click Yes.

   Click Yes to confirm and system will power on.
5. Select the Source you are using (Zoom, PC, Laptop, Doc Cam or Air Media)
   To use ZOOM Conference system, click Zoom from source options.

6. From the iPad, click Join, enter Meeting ID, then click Join (Checkmark).

If you wish to share Content with the class, use the iPad to Share Content or Camera, control camera position, etc.
7. If you are using your laptop, connect your device to the podium using a HDMI or VGA cable and select your source from the source options (Zoom, PC, Laptop, Doc Cam or Air Media).

Note: Please use the Creston Audio Connection to avoid noise interruption.

8. To switch to Creston Audio Device, click the up arrow on Mute tool from the Zoom controller bar, then select **1-Crestron (AMD High Definition Audio Device)**.

9. Use toggle to control Mic and Room volume. (Make sure PC volume is at a proper level.)
10. To conclude meeting, Tap “End Meeting for all” On the iPad.

![End Meeting for All on iPad]

To end meeting, tap “End Meeting for All.”

Before leaving, **PLEASE shut down** the system.

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

![System Power]

Click **System Power** to initiate shut down.

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

![Confirmation Screen]

Click **YES** to confirm shutdown.

For assistance, please contact:

**Office of Instructional Technology at 850-599-3460**