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.

3. Click System Power from the X-Panel screen to initiate start up.

4. Select the Source you are using (PC, Laptop, Doc Cam or DVD Player, etc.)
5. If you are using your laptop, connect your device to the podium using a HDMI or VGA cable.

6. Click the Mic Power button to control Mic volume.

7. Use toggle to 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**.

For assistance, please contact:

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