Information Technology and Media Services

Instructions on use of Podiums

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4 Different Generations

- New style pixie control with audio video switcher

- Older style pixie control with separate audio amplifier

- L109 & SC-136 touch screen pixie control with audio video switcher

- Manual IR control via remote

New Style Pixie Control
Science-Math-Library-Nursing-College Core-Art

Where to Locate the Pixie?

Identifying Equipment inside Podium

INSTRUCTIONS ON USE WITH NEW PIXIE CONTROL

- Locate the power button on the pixie control and allow about 20-30 seconds for the system to completely boot up.

- After system has warmed up there are two vertical rows of button in the center of the pixie that represent your external sources. Select the source you intend to use. (DVD/VCR, Podium Computer, Laptop, IPOD, etc)

- When using the DVD/VCR option on the right hand side of the pixie provides you with various options that will help you navigate easily. (such as PLAY, STOP, FAST FORWARD, REVERSE, SKIP, etc)

- If the source you are using consist of audio on the left hand side of the pixie there is VOLUME + and VOLUME – options that allow you to control the sound. Below is a MUTE option.

- After you are done utilizing the equipment to power off the system hit the power button once and a message will display POWER OFF YES or NO. You then proceed by pushing the power button again to shutdown the podium or you can push another option on the pixie to resume with what you were doing.

- Projector takes 2 minutes to cool down before you can turn it back on.

Older Style Pixie Control
College Complex 2-Public Safety Building
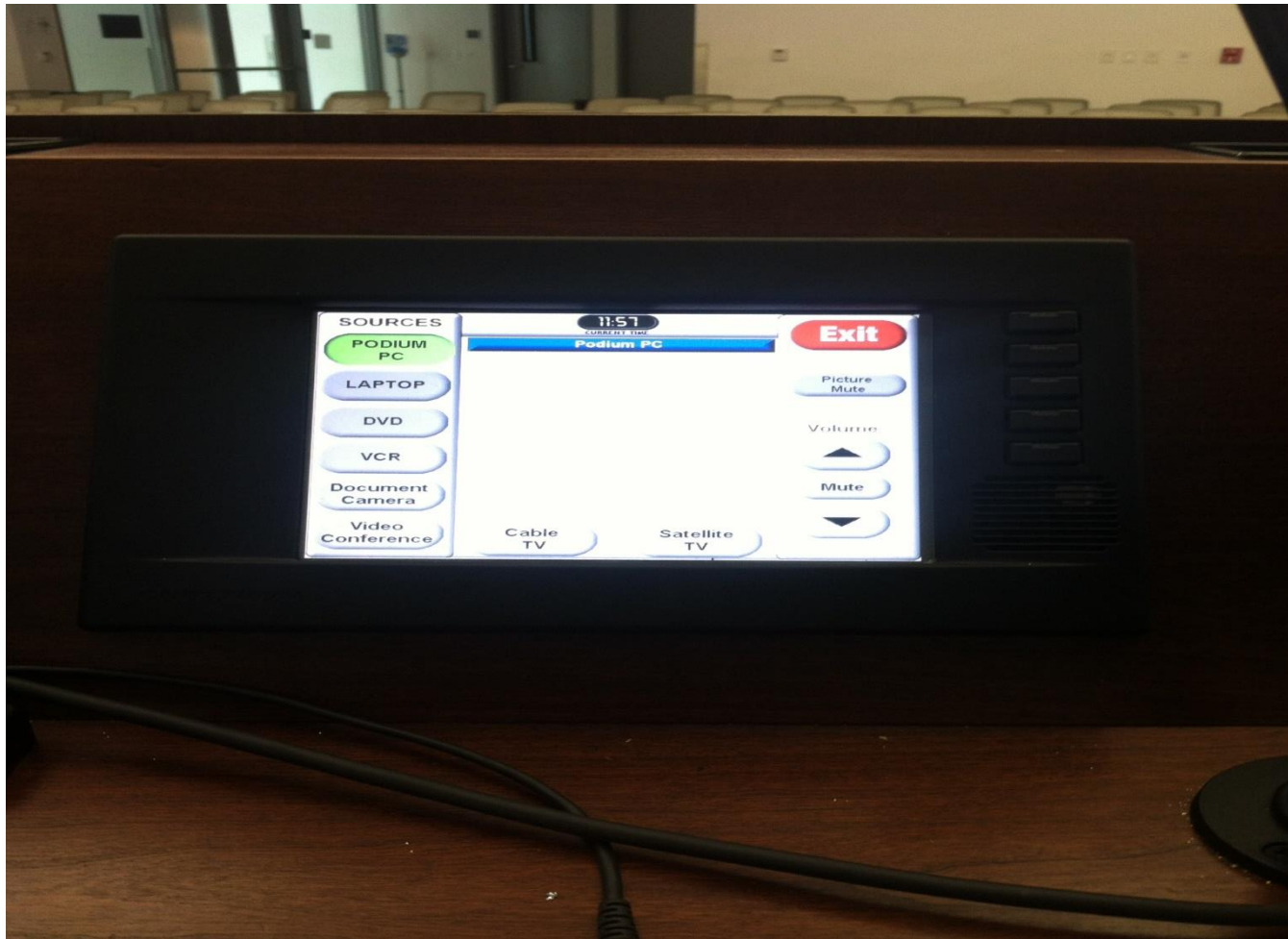
Where to locate the Pixie?

Identifying Equipment inside Podium

INSTRUCTIONS ON USE WITH OLD PIXIE CONTROL

- Locate the ON button on the pixie control and allow 20-30 seconds for the system to boot up. (a red led will flash meaning the system is warming up. The pixie will not allow you to do anything until the system is up. There will be a green led identifying that the system is ready.)

- After system warms up there are three options you have to select from COMPUTER, LAPTOP, and DVD/VCR. Select the sources you intend to use. (on this model pixie there is no external options)

- If the source you are using consist of audio there is two volume buttons that control sound. One has an arrow pointing up representing the increase in volume and one with an arrow pointing down representing the decrease in volume. (there is no mute option on this model)

- When done using the system there is a projector OFF button that you only have to push one time and the system will shut down. (a red led will flash during the cool down mode meaning that it will not accept any commands until the unit is cool)

L109 (Community Room) & SC-136

Where to locate the pixie?

INSTRUCTIONS ON USE OF L109 & SC-136 TOUCH DISPLAY PIXIES

- After you locate the touch display on the podium touch it with your finger and the display will illuminate. Then the display will ask you if you are ready to begin. Touch the display once again if your ready to continue and the screen will drop and the projector will start to warm up. This can take around 60 seconds for the system to boot up.

- When the system finally boots up there will be 8 options to choose from (Podium PC, laptop, DVD, VCR, DOC Camera, Video Conferencing, Cable TV, and Satellite TV). Using your finger select the source on the touch panel you intend on using.

- If the source you are using consist of audio there is two volume buttons that control sound. One has an arrow pointing up representing the increase in volume and one with an arrow pointing down representing the decrease in volume. There is a MUTE option .

- When done using the system there is a EXIT button on the top right side of the display. Push that option using your finger and it will ask you to confirm. After confirming it will take around 60 seconds for the system to do a complete shutdown (it will not accept any commands until the complete shutdown has happened)

Using the Remote manually

INSTRUCTIONS ON USE OF PODIUMS WITHOUT PIXIES

- Locate the power button (orange button on the top right) and allow 20-30 seconds to warm up.

- After the projector is warmed up there is a group of buttons on the lower left side of the user remote labeled SOURCE. Find the source that your device is on that you wish to be displayed.

- To power off the system hit the power button on the user remote (orange button) and a message will display POWER OFF YES OR NO. Push power button again to power down system of hit another button to resume with what you were doing.

- Projector takes 2 minutes to cool down before you can turn back on.

EXTERNAL OPTIONS

- There is a VGA connection with a built in mini plug that you would utilize for a laptop. Some instructors or third party vendors that use our media rooms find it easier to use their personal PC's because it has all there information. In that case you would find the button on the pixie labeled COMPUTER 2/LAPTOP and connect the VGA to your PC or and the mini plug to your headphone jack for audio. You can also use the VGA connection for and output device that outputs VGA such as a document camera.

- There is also a connection located by the VGA for a IPOD/MP3 player. On the newer pixie controls there is a button option to select labeled IPOD for this case. When using the older pixies you can just use the mini plug from the VGA cable just make sure the COMPUTER 2/LAPTOP source is selected.

BASIC TROUBLESHOOTING

- If the source is not being displayed on the screen please check under the podium to see if the device is turned on.
- Most of the time if the projector is not turning on a simple fix is to unplug power wait about 30 seconds and re-apply power to it. (software is locked up on projector)
- If the projector is not turning off make sure you are pushing power twice. One to send the message and a second time to confirm.
- If the projector is not responding at all there is a little IR receiver on the front of the projector that falls off. You can re-apply it. (If it don't stick use a piece of tape to secure it)
- If it is something to do with your PC/LAPTOP contact IT and services for further help.
- If all basics were covered and you are still experiencing issues with your equipment please contact the IT help desk at ext.3676 or enter a trouble ticket.

  DO NOT OPEN THE BACK OF THE PODIUMS AND ATTEMPT TO FIX THE EQUIPMENT UNDER ANY CIRCUMSTANCES!!!!

COMMON ISSUES

- After done using the podium PLEASE turn off monitor we are experiencing de-lamination problems due to monitors being left on.

- It is very important that the projector is turned off after use. This will reduce lamp hours and increase lamp life.

- Be careful when pulling the podium away from the wall. We have found out when the podium is moved to far it can damage or loosen wiring.

- AGAIN PLEASE DO NOT TRY TO ATTEMPT TO REPAIR ISSUES YOURSELF MOST OF THE TIME WHEN THIS HAPPENS THE PROBLEM GETS WORSE, AND MAKES IT MORE DIFFICULT TO TROUBLESHOOT BY INFORMATION TECHNOLOGY AND MEDIA SERVICES STAFF!

QUESTIONS AND ANSWERS!