

LA 4450 Presentation Room Facilities

The LA 4450 Presentation Room was renovated during Spring 2008 with updated multimedia systems and new instructor podium. **NOTE:** *The podium is now drilled to the floor and cannot be moved.*

An inside look at the new podium's Control Box is available at:
<http://its.sdsu.edu/resources/smartclassroom/podium/index.htm>.

Key 101 will open the podium's front top left compartment that contains the Control Box and Cable Cubby with additional connections. This key will also open the front lower right compartment containing the computer and VDV/VCR combo. Since the rooms are locked, please leave the front compartment door slid back and open at all times. If needed, Key 101 is available at Reference Services, LibAdmin, InfoSys Service Desk, and with the Instructional Coordinator.

The top compartment housing the Control Box and Cable Cubby has a laminated Cheat Sheet attached to the door's bottom. It provides instructions universal to all campus Smart Classrooms using this type of podium.

For optimal viewing of the projection screen, half of the room lights are independent of the other half. Screen and light switches are adjacent to the podium. A phone is near each podium (for access to computer assistance at the InfoSys Service Desk [594-6753 8-4:30 p.m.]).

The Cable Cubby contains a USB cable connected to the podium's PC that can be used to plug-in a flash drive, zip drive, or other USB item. It also has working electrical outlets. There is a laptop connection via a VGA cable with an audio cable and a blue Ethernet cable. To display the laptop on the projector's screen:

1. Connect the appropriate cables (VGA/Audio, Ethernet)
2. Be sure to turn on the laptop's external monitor feature (i.e. PC's use Fn F8)
3. Press the laptop button on the podium. When the laptop is in control, it's image also displays on the Sympodium monitor.

Podium - Control Box

The Control Box is the Universal Remote for the podium, as it replicates the most used buttons on the individual remotes for the equipment and provides power. However, the Sympodium monitors are not turned on or off by the podium Control Box buttons, but rather using the **ON/OFF** button on the Sympodium itself. Be sure to turn it **OFF** at the end of each session.

Normal startup use of the Control Box and our computer setup is:

1. Press the Projector **ON** button (Control Box).
2. Turn **ON** the Sympodium Monitor at the monitor's power button (upper right corner of the monitor).
3. Make sure the PC **ON** button (Control Box) is lit up.
4. **Touch the Sympodium Monitor with the Stylus** to wake up the PC's Desktop.
5. Once the screen comes up with the desktop and software, press any other button as needed.

Normal shutdown use of the Control Box and our computer setup is:

1. Press the Projector **OFF** button (Control Box).
2. Turn **OFF** the Sympodium Monitor at the monitor's power button (upper right corner of the monitor).

Left Side of the Control Box contains the following buttons:

Projector	ON button; will blink during warm-up.	OFF button	Brightest light behind the button indicates which one is active.
Sound	Volume knob		Turn to adjust; also turning un-mutes audio. The volume can be adjusted here, but the volume should also be set on the PC or laptop. NOTE: The Volume is slow to respond to the amount of turn you give the knob, so turn slowly.
Freeze button	Pic Mute button	Audio Mute button	3 buttons adjacent to Volume knob. Freeze button for temporarily freezing the action on the screen, while the Audio mute and Pic mute buttons are for temporarily muting sound and/or video. These can be used separately or at the same time. Press to activate; Re-press to deactivate
Power buttons for devices	PC	LAP	Podium devices' power buttons. Press to activate; Re-press to deactivate
	DOC	VCR	
	DVD		

The Right Side of the Control Box contains the following buttons:

DVD/VCR combo	If you click the DVD button on the Left Side, the controls on the DVD/VCR panel will be for the DVD. If you click the
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		VCR button on the Left Side, the controls will be for the VCR. These buttons turn on the combo player which also indicates on it's LCD panel the side in control (DVD or VCR). Images play on the Sympodium monitor and the screen.		
		The buttons below replicate the most used buttons on the remote.		
o DVD	o VCR	Light indicators for the active one		
POWER	DVD Menu	A second DVD Menu with UP, DOWN, LEFT and RIGHT buttons is adjacent to the other DVD Menu button		
ENTER	EJECT			
PREV/REWIND	PLAY	NEXT/FWD	PAUSE	STOP

Document Camera	Once the DOC power button is selected on the Left Side of the Control Box, the buttons below will control the camera.		
ZOOM	-	+	Press either in short bursts to control ZOOM
FOCUS	-	+	Press either in short bursts to control FOCUS
IRIS	-	+	Press either in short bursts to control IRIS
QUICK ZOOM	-	+	Press either in short bursts to control ZOOM to standard 25, 50, 75, etc percentages.
AUTO FOCUS	Activating this button is recommended, when using the camera.		
IMAGE SAVE	This has 4 buttons to correspond to the 4 images that you can save and select.		

Wireless Microphone Use:

There is a wireless microphone in a small black bag located inside each podium. The battery pack has a belt clip and the microphone can be clipped to the collar or shirt. The microphone cord wraps and unwraps around a disc on the battery pack.

The microphone runs on 9V batteries and has an **ON/OFF** button on the top of the battery pack. Be sure to turn it **OFF** at the end of each session and return it to the bag and the podium's PC shelf.

NOTE: The control for **GAIN** is on the side of the battery pack; turn it up to pickup instructor's voice. Turn it up too much and you will get feedback. Turn it down too much and you won't pickup instructor's voice unless microphone at their mouth.

LA-4450 University Club Room

The LA-4450 University Club (Presentation) Room is for Library and Information Access, and events sponsored by the President, Vice-President, or Deans. The University Club Room, located on the 4th floor of the Library Addition building - room 4450, is equipped with a large conference table and 20 chairs, as well as an additional 15 chairs around the room (accommodates 35). For optimal viewing of the projection screen, half of the room lights are independent of the other half and windows can be blocked with blinds. Screen and light switches are adjacent to the podium. LA-4450 has a Phone opposite to the podium (for access to computer assistance at the InfoSys Service Desk [594-6753 8-4:30 p.m.]).

The LA-4450 University Club (Presentation) Room is equipped with equipment in the following configuration:

Instructor Station – Physical Computer/Presentation Access

Presentation Hardware:

- NEC NP2150 Color Projection System (ceiling mounted)
- Projection Screen (ceiling mounted/motorized)
- Stationary Presentation Podium with Smart Classroom control
- Shure microphone and ceiling speaker system
- LG DVD/VCR player
- USB and Laptop cable-ready
- WolfVision PSM-10 document camera
- Panasonic KX-B530 Egan White Board (Electronic)

Internet Access:

- Wireless Ethernet connection (Internet & Networking access)
- Wired Ethernet connection (Internet & Networking access) (DHCP offered)

Computer Hardware:

- 2.0 GHz MAC MINI, 2 GB RAM
- 80 GB Hard Drive (available space varies)
- CD-RW / DVD-ROM Combo Drive
- Wired Mouse
- 15" Sympodium ID350 Interactive Pen Display, with a USB 2.0 Port (available for user-supplied Thumbdrives). **NOTE:** *Display requires 2 taps from the Stylus to power up.*

Computer Software:

Windows XP 2002 SP2 (Default OS)

- AdAstra 5 (Win only)
- Adobe Acrobat Reader 8
- CPS (eInstruction clickers) (Win only)
- EndNote 11 (Win only)
- FireFox 2

- Internet Explorer 6 (Win only)
- McAfee VirusScan and Virex (latest versions)
- Meeting Maker 8
- Millennium (Win only)
- MS Office XP 2003 and 2004 (For PowerPoint use, please note that resolution on monitor/projection system is minimum of 800 x 600 to maximum of 1024 x 768)
- PowerDVD Player 1
- Procite for Windows 5 (Win only)
- QuickTime 7
- Real One Player (latest versions)
- Reference Manager 11 (Win only)
- SmartBoard (For Symposium ID350 Interactive Pen Display)
- TeraTerm Pro 2.3 (Win only)
- Windows Media Player
- WinZip 11 (Win only)

Optional OS – **Mac OS X** can be accommodated, if requested in advance of the event with the InfoSys Service Desk.

Instructor Station – Virtual Computer Access

- All Windows Programs can be reached from the Start Button
- The following plug-ins are available for the browsers:
 - Chime Pro
 - Macromedia Authorware, Flash, & Shockwave