

Classroom Podium & Presentation Quick Guide

For instructors and guests using the classroom computer or a personal laptop.



Using the Podium PC

- Turn on the **PC located inside the podium.**
 - **Login information:** See the reverse side of the room's QR code tent card.
 - The Windows 11 computer includes **Microsoft Office, web browsers, and standard applications.**
 - When finished, **sign out or shut down the computer.**
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Using Your Laptop

- Connect your laptop using the **HDMI or VGA cable** located in the podium pocket.
 - Make sure your laptop is turned on and set to display to the external screen if necessary.
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Crestron Touch Panel

- **Touch the screen once** to wake the panel.
 - **Touch the screen a second time** to start the room system.
 - Select the source you want to display:
 - **Resident Computer** → Podium PC
 - **HDMI Laptop** → Laptop connected by HDMI
 - **VGA Laptop** → Laptop connected by VGA
 - Allow a few seconds for the projector/display to show your selected source.
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Audio Tips

- Adjust room volume using the **Crestron touch panel**.
 - If you use a laptop, make sure the laptop's volume is **not muted**.
 - **Using HDMI with audio?** Connect the **3.5mm audio cable** from the podium pocket to your laptop's headphone jack.
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When Finished

- On the **Crestron touch panel**, select **Shutdown Projector**.
 - **Touch again to confirm** the shutdown by selecting, **Yes, shut it down**.
 - If you used the podium PC, **sign out or shut it down** before leaving.
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Need Help?

Front Desk Support: **847-665-4008 or, visit front desk**
Technology Support: **IT_Support@ucenter.org**