

***San Joaquin Delta Community College Board Room
Multimedia Equipment Instructions***

The Dell laptop is stored inside the podium. Keep in mind that your presentation should be on a floppy, zip disk, or CD which is Windows compatible. After you have unlocked the podium doors and removed the computer, it will be necessary to connect three cables.

Connections at the podium

- Open the input panel by gently tilting it up.



All cables are located in the laptop case.

- Plug one end of the 15 pin VGA cable into the back of the laptop. The connection port on the laptop is blue.
- Plug the other end into the 15 pin “COMP INPUT” connector (lower left) of the interface panel.



- Plug in the yellow network cable. The connection port on the laptop is located on the left side of the computer. The connection on the tilt-up panel is orange.



- If your presentation has audio, locate the stereo mini cable and plug it into the computer and the “COMP AUDIO” input of the panel



- Plug in power, if desired.

Turning on the audio

It will be necessary to unlock the two equipment racks which house the audio equipment. These cabinets are located in the closet area on the north end of the room.

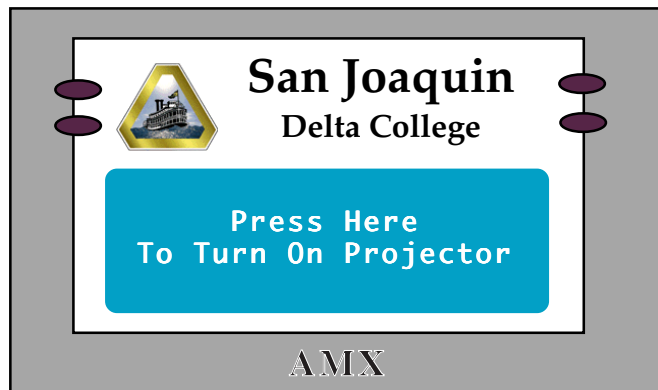
- Turn on the main power by turning on the power strip in the upper cabinet.
- Turn on the TOA amplifier in the lower cabinet.

It will not be necessary to make any adjustments to the audio levels. Please call the Audio Visual Department at ext. 5130 if you need assistance.

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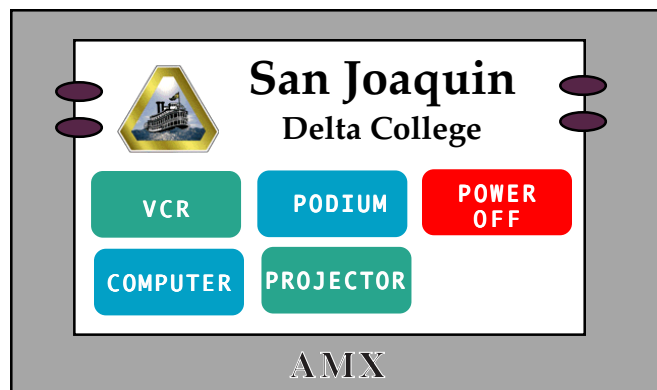
Using the AMX touch panel to turn on the projector and display the presentation

- Activate the AMX screen by touching it anywhere. You will see:



- Press "Here" to turn on the projector and go to the next screen.

- Next, you will see:



(refer to the following page for instructions)

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Selecting the appropriate buttons for your presentation

PODIUM

- For a PowerPoint or a website presentation using the Dell Laptop at the podium, select the “Podium” button.

COMPUTER

- **This button displays the computer at the secretary’s table.**
(It is NOT necessary to press it for the podium laptop.)

VCR

- For viewing a videotape, select the “VCR” button. The vcr is mounted in the black equipment rack located in the closet on the north side of the room.

When the vcr button is selected, a secondary screen displaying conventional controls appears.

Power

- This button will turn the vcr both ON and OFF.



- These buttons can be used for **Tracking Control** with a video tape, or for **Channel Selection** if you are watching a broadcast over the Distribution System, such as a satellite teleconference.

When you are done, turn the vcr off with the “Power” button. Press “EXIT”

Shutting down

- From the main screen of the AMX touch panel, select the “Power Off” button.
Confirm with the “YES” button to turn off the projector.
(The AMX panel will turn itself off after a few minutes.)
- Turn off both the TOA amplifier and the main power strip in the equipment racks in the closet.
- Relock both equipment cabinets.
- Disconnect the cables that you plugged into the tilt-up panel and gently close it.
- Place all equipment back into the appropriate case(s) and return to the storage compartment in the podium.
- Relock the podium doors and return all keys to the President’s Office staff.