

Using

MacNider 321

GETTING STARTED

First, the FAQ

Where is the microphone?

If not on the podium, check the cabinet to the lower right of the podium.

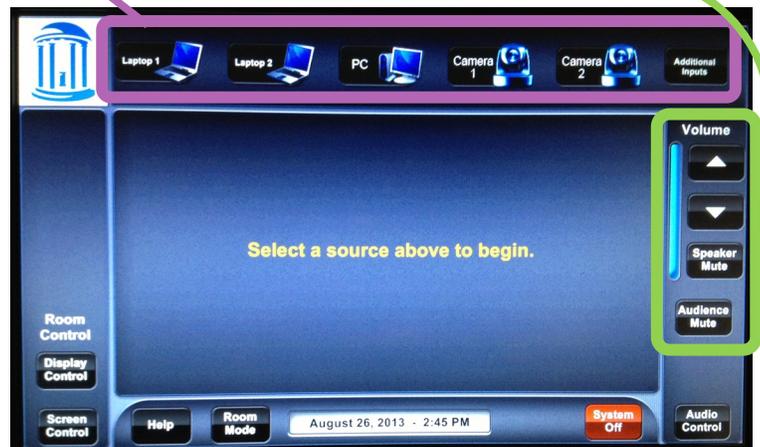
Do I turn off the projector when I'm done?

Yes. Please press the System Off button on the touch panel to shut down the projector.

Can you please help me???

Contact our classroom support help desk using the intercom at the podium.

Touch the screen to get the system started. You will be taken to the main screen which has **preset sources** on the left side and **volume controls** on the right side.



Preset Sources

Laptop 1 : Will display VGA Laptop

Laptop 2 : Will display HDMI Laptop

PC: Will show primary PC display on projector

Camera 1/2: To view/manipulate cameras

Additional Inputs: For Document Camera (see below) and other devices

Volume Controls

The Volume Up and Down Arrows and Speaker Mute raise/lower all volume (Microphone and Program)

The Audience Mute allows the audience microphones to be muted/activated for lecture capture and video conferencing.

POWERPOINT MODE

A secondary monitor at the podium allows you to use PowerPoint's presenter view. To ensure that this is enabled:

1. Set computer to "Extend" mode by holding down the "Windows" key and tapping the "P" key until **Extend** is selected.
2. In PowerPoint, go to the "Slide Show" tab on the ribbon, and change "Show On" to **Primary Monitor**. (Also select the checkbox next to "Use Presenter View").

Your notes should display on the monitor at the left of the podium, and the presentation can be seen on the right monitor and on the projector.

DOCUMENT CAMERA

The document camera at the left of the podium enables you to project documents or handwriting. If using the preset source button on the touchscreen does nothing, make sure the camera is turned on by pressing the Power button on it. An amber light means that it is off, and a green light means that it is on.

SHUTTING DOWN

PLEASE shut down the system by pressing the **System Off** button at the bottom of the touchscreen.

