

## TIER 1 AND TIER 2 CLASSROOM START UP GUIDE

**ATTENTION:** Please do not unplug any cords at all, as it may result in the technology not functioning properly.

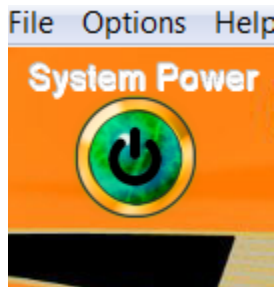
1. Wake up Podium PC (with mouse, keyboard or touch screen).  
If the Podium PC does not wake up, confirm that it is powered on.
2. From the Desktop, double click on the **X-Panel** icon to launch the **X-Panel**.

Double click  
**X-Panel** Icon.



3. Click **System Power** from the X-Panel screen to initiate start up.

Click **System Power**.



4. Select the Source you are using (**PC, Laptop, Doc Cam** or **DVD Player, etc.**)

Select the source  
you wish to use for  
your class meeting.



5. If you are using your laptop, connect your device to the podium using a HDMI or VGA cable.

Connect your device to the proper slot on the podium.



6. Click the Mic Power button to control Mic volume.

Mic volume is controlled with toggle.



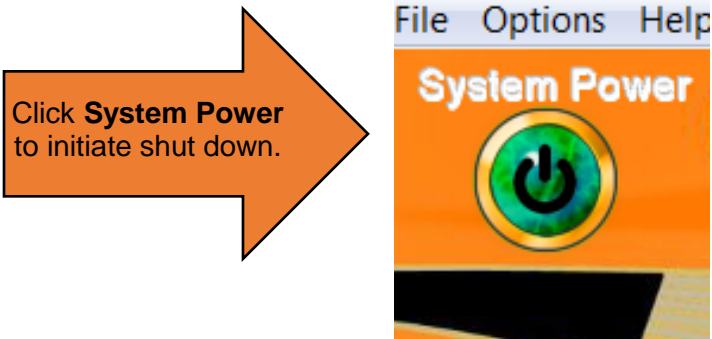
7. Use toggle to Room volume. (Make sure PC volume is at a proper level.)

System volume is controlled with toggle.



Before leaving, **PLEASE shut down** the system.

8. To Shut Down system, click **System Power**.



**For assistance, please contact:**

**Office of Instructional Technology at 850-599-3460**