Media Cart/Podium Instructions for SSMS 2135 & 3145

The podium/media cart has been designed to make operations as simple as possible.

Turning the display ON/OFF
- Use the remote to turn the TV on.
- There are 2 buttons on the left side of the podium clearly marked Display.
  Press ON to turn on the DISPLAY.
  Press OFF to turn off the DISPLAY.
- Select the device you would like displayed. (Lectern Comp, Laptop, AUX, HDMI)

These are the buttons that control which device will show on the screen.

Please note that it may take a minute for the display to recognize the device. Please be patient.

LECTERN COMP: Selects the Mac Mini to be displayed. The computer may need to "wake up" which you can do by pressing the SPACEBAR on the Mac's wireless keyboard.

LAPTOP VGA: Selects the user's laptop as the source to be shown. You must connect the cable provided on the right side of the podium to the audio and video ports of your laptop. Please note that the User must provide their own adapter.

LAPTOP HDMI: Selects an external HDMI video source such as a laptop or document camera. Users must provide their own cables for external devices.
- The volume control is located on the left side of the podium.
- There is also a USB slot located on the right side of the podium, which will allow you to use your USB device with the lectern's Mac Mini.

USING THE CAMERAS FOR ZOOM
- Once the Mac Mini is up and running click on the Zoom icon, and log in.
- Once you are logged in the cameras will automatically turn on.
- There are two cameras to choose from.
  - Logitech Webcam for the view of the presenter.
  - Logitech Meet Up will view the room. There is a black square remote that is used for moving the camera angle, zooming in and out, and volume control.
  - To switch cameras during the meeting between the room and the presenter press and hold <SHIFT-COMMAND-N> on the wireless Mac keyboard.
- It is recommended that you save your presentation to Google Drive or Box and use the Mac Mini to access the presentation that way.

TO END THE PRESENTATION
- Log out of your Zoom and other accounts. If you have saved any files to the computer, you can put them in the trash.
- Do NOT turn off the Mac Mini. It will go into sleep mode.
- Push DISPLAY OFF on the podium. Again, this could take a minute to turn off.
- Use the remote to turn the TV off.
- Please plug the wireless mouse and keyboard in when you are done. To plug the mouse in turn it upside down for the Lightning Cable port.