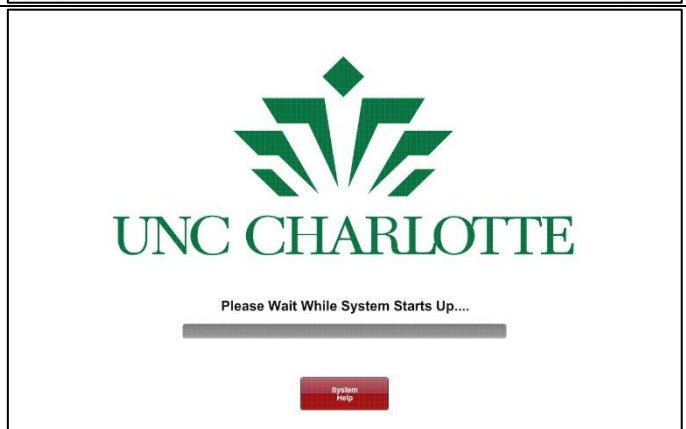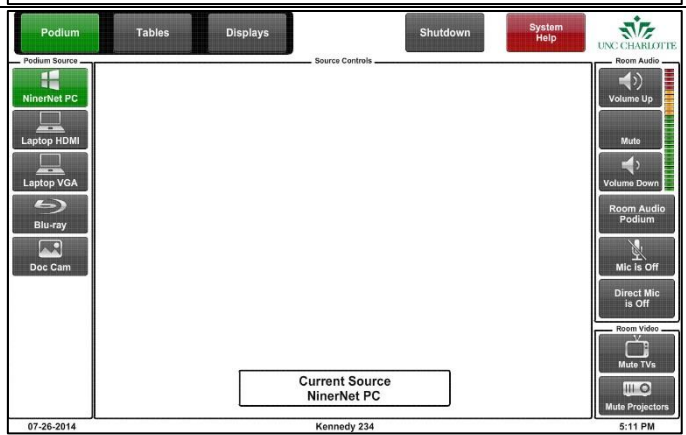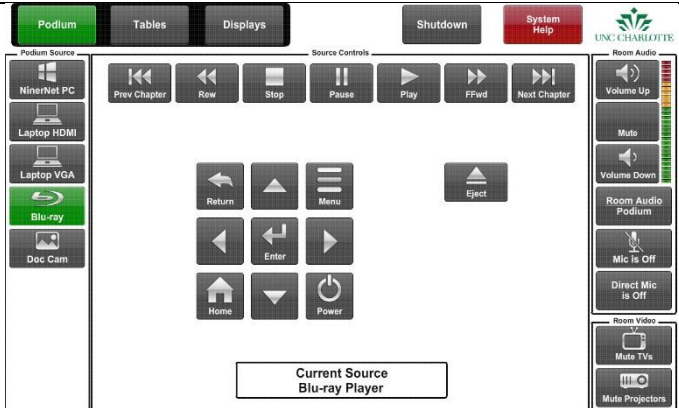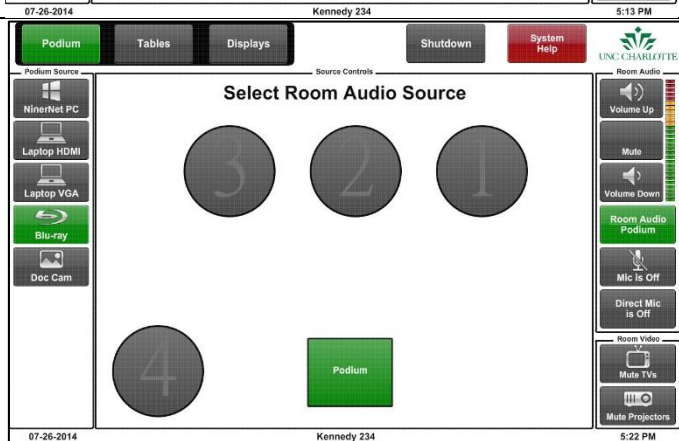|	
• Click "PRESS TO BEGIN" to Start the class.	
• During the system startup, you will see the following screen. • As the system starts up, all TVs/Projectors will power on and display the Podium PC.	
• Once the class has finished its startup process, you will see the following screen. • You will see the top 5 buttons on every page you open: 1. Podium 2. Tables 3. Displays 4. Shutdown 5. System Help • Every other part of the screen will change based on the user selections. • On startup the NinerNet PC (indicated in Green) is the Podium startup source and is what will be shown on every TV and Projector by default.	

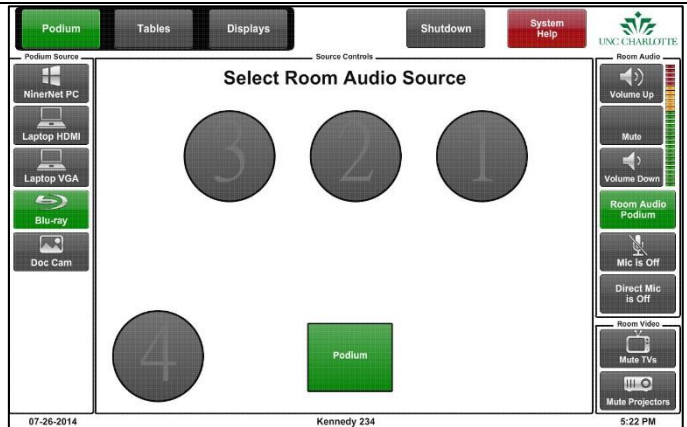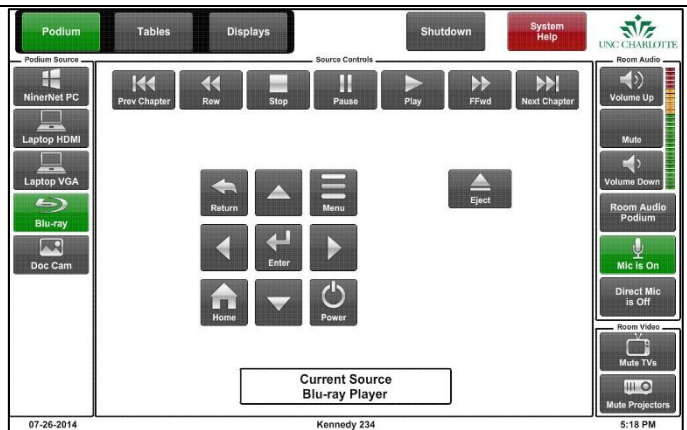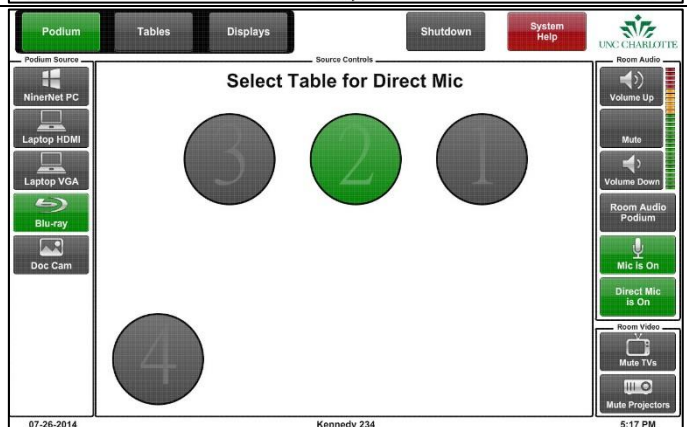|	
• The top 3 left buttons on the page are used to change what the user is currently controlling. • Podium is used to change Sources in the Podium, control Room Audio, and Wireless Mic. • Tables allow the instructor to route audio/video from a table or the podium to any TV and/or Projector in the room. They may also lock the Touch Panels at the tables or allow for individual TV volume control. • Displays is used to power on/off displays, raise/lower projector screens, or mute projectors.	
• To change the Podium Source, select any of the buttons on the left. • If there are any additional controls available for the current source, such as Blu-ray Player, they will be available in the center of the screen.	
• On the right side of the Podium screen, are the Room Audio and Mic Controls. • Room Audio controls the audio that is going to the speakers located on the tables and does not control the TV volume at each table. • You can have only one active Room Audio source at any time. • That source can either be a table or the podium (which is the default at startup).	

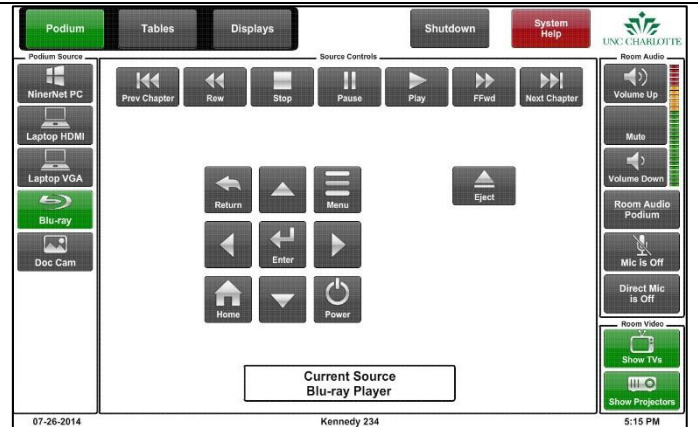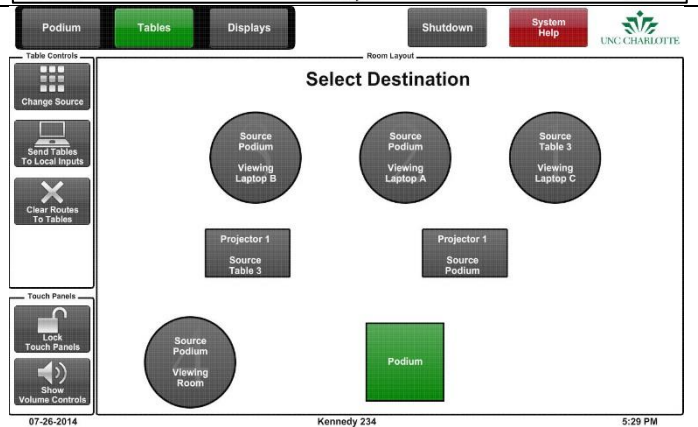|	
• The volume up, down, and mute controls only control this audio and has no effect on the TVs. • This audio is always active so if you do not want any room audio going to the tables just Mute the audio. • To select a new Source select a table or podium and the icon will turn green indicating it is the current source. • To close this screen click the Room Audio button on the right side again.	
• When you start up the class, by default the wireless mic is off. • To turn on the mic press the 5th button down on the right side. It will turn green and the text will show that the "Mic is On". • Press again to turn off the Mic.	
• While the Mic is On, if you would like to speak directly to a table, click the Direct Mic button which is located below Mic On/Off. • This will pop up a page allowing you to select a table. • When the page opens all tables are greyed out and the Mic is muted at all tables. • Press a table such as Table 2 in this instance to have the Mic only go to that table. • To turn Direct Mic Off and go back to having the Mic distributed to all tables just click the Direct Mic button again and once the page closes the Mic is active at all tables.	

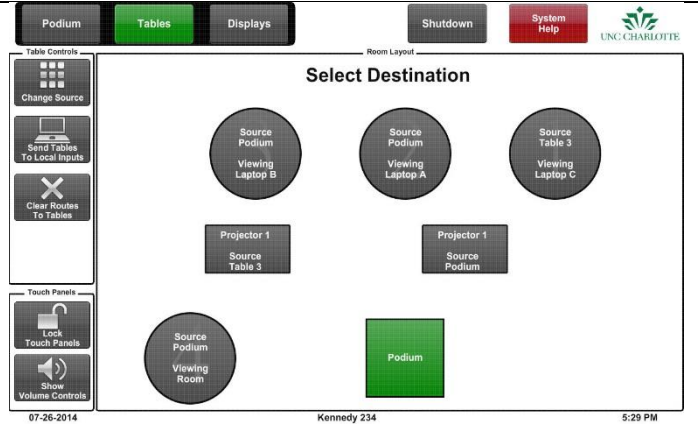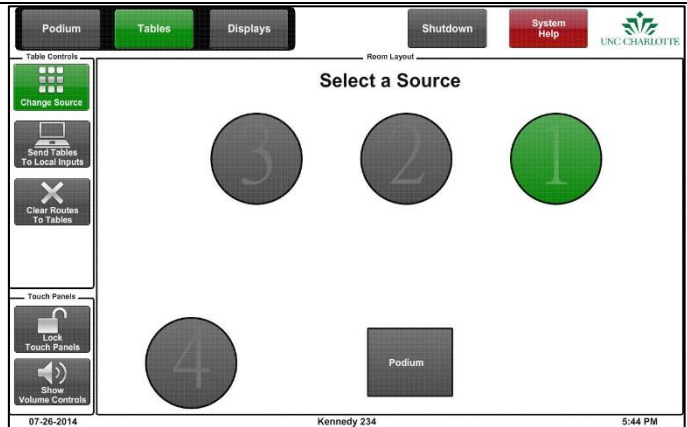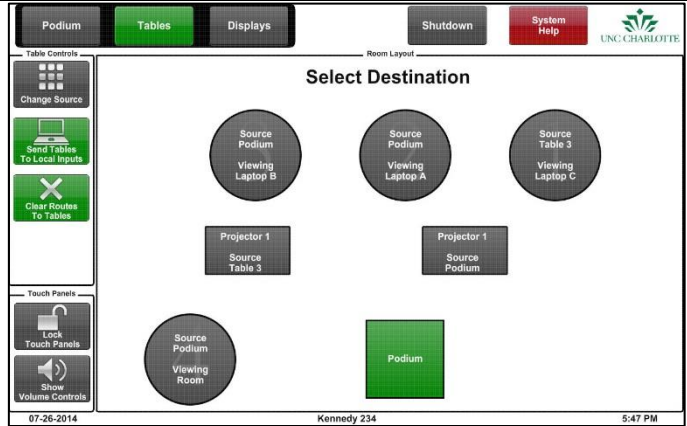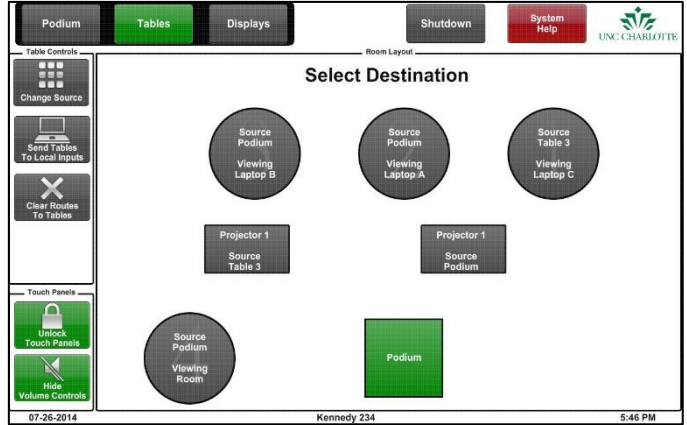|	
• From the Podium Page, you may also choose to Mute the TVs or Projectors as a group. • The buttons are located in the bottom right corner. • If you need to mute a TV or Projector individually from the rest, you can do this from the Displays page which will be shown later.	
• To route audio and video from one location to another in the room, select Tables at the top. • This page will show you what each table has routed to it and what the table is currently viewing on their TV. • Source is what is being sent to the table from somewhere else in the room. • Viewing is what they are currently looking at.	
In this example: • The Podium is currently green which indicates it is the current source. This means that anytime you click a grey icon for a table or projector it is going to route the Podium source to that Destination. • Table 1 – Viewing Laptop C at its table (But have the option of viewing Table 3's content) • Table 2 – Viewing Laptop A at its table (But have the option of viewing the Podium's content) • Table 3 – Viewing Laptop B at its table (But have the option of viewing the Podium's content) • Table 4 – Viewing Room which means they are viewing the content being sent to them from the room, which is the Podium.	

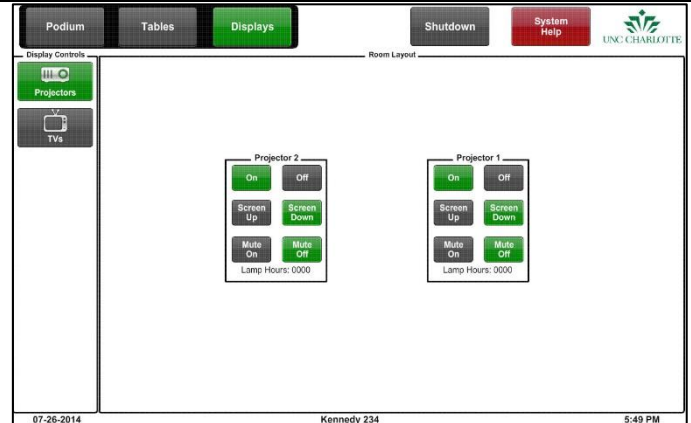|	
• To change the current source, click on the "Change Source" button on the left side. • This opens the "Select a Source" screen which allows you to choose any table or the podium. • In this example, Table 1 is the current source. • When you select a Source this page closes and you will be back at the previous page to select a destination.	
• If you would like to have all the tables switch back to viewing their local laptops and not what is being sent to them from the room. • Click the "Send Tables to Local Inputs" button. • This will select the last laptop used at each table and display its content locally. • You can also select "Clear Routes To Tables" which will not only send the tables to their local inputs but also clear whatever has been routed to their table so they can no longer select to view it.	
• You can also lock the Touch Panels or Hide/Show TV Volume Controls using the bottom left buttons. • By default on startup the Touch Panels are unlocked but do not have any volume controls.	

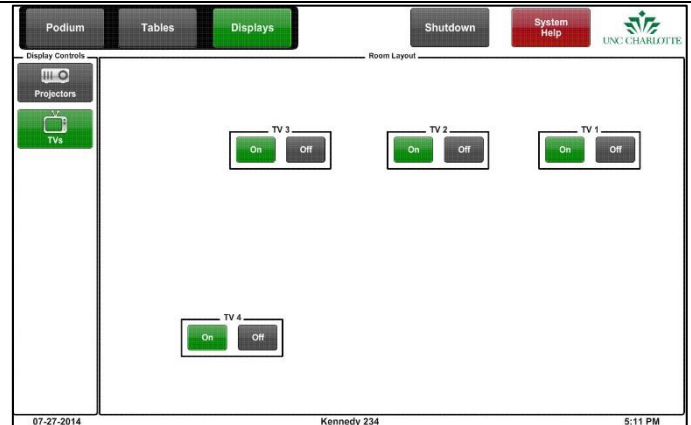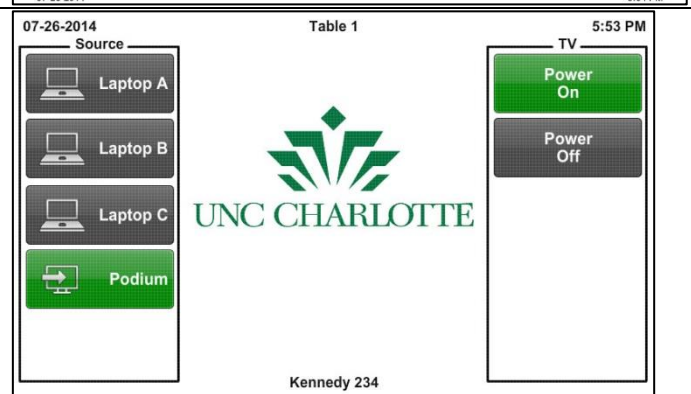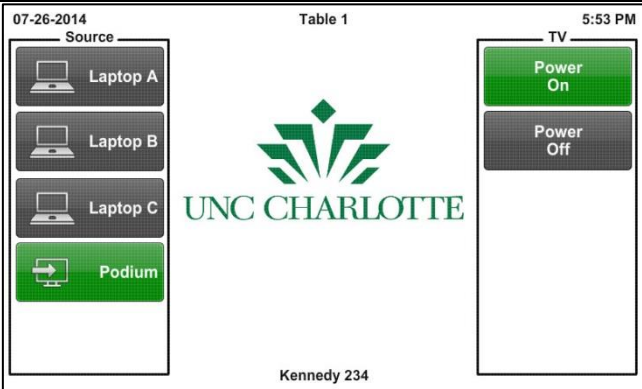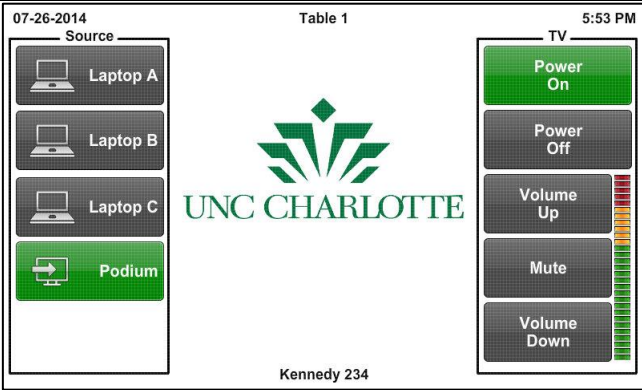|	
• The Displays button allows you to control either the Projectors or TVs in the room. In this example: • Locate the Projectors button on the left of your screen. • You can then power them off individually, mute them, or raise/lower screens.	
In this example: • Locate the TVs button on the left of your screen. • You can then power the TVs off and on individually.	
• When you are ready to shut down the system, click the Shutdown button at the top of the page which will bring you to the confirmation screen.	
• Each table is equipped with a smaller Touch Panel that allows for basic controls of switching the local TV source and controlling the TV. They can select either: 1. Laptop A 2. Laptop B 3. Laptop C 4. The feed that the instructor is sending to their table.	

In this example: • The instructor is sending the Podium source. • This is indicated by the text on the 4th Source button. • This text will change based on what is sent to the table.	**07-26-2014** Table 1 **5:53 PM** — Source — 🖥 Laptop A 🖥 Laptop B 🖥 Laptop C Podium UNC CHARLOTTE — TV — Power On Power Off Kennedy 234
• When the room starts up, there is no individual volume control for each table. • If the instructor would like to allow for the students to have and control TV volume, they can click the "Show Volume Controls" button on the Podium Touch Panel.	**07-26-2014** Table 1 **5:53 PM** — Source — 🖥 Laptop A 🖥 Laptop B 🖥 Laptop C Podium UNC CHARLOTTE — TV — Power On Power Off Volume Up Mute Volume Down Kennedy 234
• Also if the instructor wishes to lock all student Touch Panels, they may do so from the Podium Touch Panel. • The screen to the right indicates that the Touch Panel is locked and at this time there is no control from the Touch Panel. • This is also the state of the student Touch Panels when the system is shutdown.	UNC CHARLOTTE **Touch Panel Is Locked** **Kennedy 234** **Table 1**