Technology Guide | Quick – Start
For classroom assistance please either text our Skully bot @ 717-423-8771 or call the helpdesk @ 717-871-7280

Now that your podium is powered on please follow these steps below.

**Step 2**
Select a source, you have these options HDMI, VGA PC, Doc Cam and DVD options as seen below

**Step 3**
for this example, we will use DVD as the source, to do this select arrow for more sources

**Step 4**

Once closed for the (DVD option only), you will then get the DVD menu options. When DVD is operating you can either close the page or if you want the menu bar again select DVD from the display and repeat step 2

To select other sources please just repeat step 1 and 2 but select your other options.

---

**Step 1 Podium Start-Up:**

Touch the panel anywhere to wake the Extron system up. You may have to wait up to 10 seconds. Once screen is up, select On in the Display on section (left side) Please also note the Extron system has an On-Line link top right corner that should be highlighted in green as seen below. If this turns red, please contact the help desk immediately @ 717-871-7280.

After selecting the ON button there may be some warming up screens that will show while your display the display is warming up, please be patient. It may take up to a minute for your display to warm up. When the display is on you will also see the on button turn green

To turn on your computer monitor please select the power on button on bottom right side of the monitor Please also note there is a top drawer that holds the wireless keyboard and **For rooms that have web Camera’s in them you will be able to select the camera presets or manual zoom in and out on the Extron home panel**
When logging into podium computer
Select your preferred operating system either Windows 10 or Mac OS and sign in to with your short username and password.

Now open your Instructional Material
At this point you can also open your favorite web browser and go to the https://www.millersville.edu/logins/ page from here select the zoom icon to log into your scheduled zoom session.

Zoom Portal
1. Select manage
2. Sign in with your short username and password
3. Select meetings tab on left
4. Find meeting and then select start the meeting.
5. Select join with computer audio
Note* when you are in a new classroom for the first time, you may have to download the zoom application and set up your profile*

Zoom Camera, Mic, And Audio Setup.
*setting up these options can be done during a live zoom meeting *
1. Select the tiny up arrow next to the microphone bottom left corner when you move your mouse.
2. Select Test speaker and sound from the list (Note please select the different sources until you hear your voice the audio come through your classroom

Teams
1. Open up you Team's application
2. Log in with your full MU email and password
3. Press the Navigation cluster left to decrease, or right to increase, the brightness.
4. Once logged click on your initials top right corner
5. Select the gear icon Settings
6. Select device on the settings menu on the left
   Example sources for some rooms will be:
   Microphone- 2 -USB audio codec
   Speakers- PT Intel 7 speakers
Select the camera that you will be using for example if you are using the monitor camera or USB camera select that or if you are using the PTZ camera select that and so forth.

Helpful Resources during a live session
When calling the help desk or the Skully bot please have your Full email address, and your room number handy.
If at anytime you are unable to complete any of the steps on this quick guide, we would be able to help you remotely.

Helpful links
https://wiki.millersville.edu/display/ittac/Self+Help - Self help
https://millersville.edu/logins – MU Log ins page
https://mydesktop.millersville.edu – Staff and Faculty Virtual Desktop
https://vlab.millersville.edu – Student Virtual Desktop
https://remoteaccess.labstats.com/millersville – Student Virtual labs
https://wiki.millersville.edu/display/structdocs/Zoom - Zoom
https://millersville.desire2learn.com/d2l/loginh/ D2L Login

Emergency Help Support Contact
classroom assistance please either

text Skully bot @ 717-423-8771
call the helpdesk @ 717-871-7280