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

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 3. To select other sources please just repeat step 1 to 3 and select your other options.
Use the drop-down menus to select your preferred Operating System (OS) below:

Start Procedure video Tutorials:

Windows OS  Mac OS

Start Up procedures Instructions:

1) You need to turn on the Extron panel first. Touch anywhere on the Extron panel to 'wake up' the system. Once the display for the Extron panel shows, click the 'On' button.
2) Once the screen turns on, which may take several seconds, next click the power button for the computer podium monitor.
3) Now go back to the Extron panel and under the Source options, select the 'PC' option.
4) **Do Not** Login at the prompt
5) For best results select restart

6) Once computer restarts click local log in

7) Then with your mouse select "Windows" or "Bootcamp" behind the user popup image

⚠️ **Remember** to bring your **cell phone** to your classroom so you can sign in with DUO
8) Once your OS is highlighted please enter your MU email username and password, then authorize with your DUO app security settings. *Note* Mac users will be asked to enter your password again for an added layer of security.

**DUO and Sign in Procedure**
Steps on how to authorize with your DUO security settings.

When class is over please save your work and either sign-out or restart your computer.

**Is your room equipped Multi-Modal streaming technology?**
- Caputo 210
- Caputo 400
- Caputo 402

**Multi-Modal Instruction**
Preparation Guide for Remote Teaching

**Basic Overview of a Multi-Modal Classroom on campus below:**

**Download app warning**
When you are in a new classroom for the first time, you may have to download the Zoom application and set up your profile for first time use only. *For the First time.* Once you have successfully logged into the podium computer, you will want to also set up your settings for your preferred synchronous technology, Zoom or Teams.

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

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 speakers, you will also see the microphone turn green when you talk)

Example sources for some rooms will be:

Microphone
• 2-USB audio codec

Speakers

• HDMI (Extron ScalerD)

3. Select the tiny up arrow next to the camera bottom left corner when you move your mouse.

Cameras

• eEver USB Device

1. Open up your Team’s application
2. Log in with your full MU email and password
   a. Press the Navigation cluster left to decrease, or right to increase, the brightness.
   b. Once logged click on your initials top right corner
   c. Select the gear icon Settings
   d. Select device on the settings menu on the left
   e. Example sources for some rooms will be:

Audio Device

• Custom Setup

Speakers

• HDMI

Microphone

• 2-USB audio codec

Cameras

• eEver USB Device

**PTZ (Pan, Tilt and Zoom) Camera Controls**

Now that your web conferences applications are set up you can use the camera presets on your Extron panel to control your Video.
1. Select Camera Presets on the Extron Panel to change between views 3 main views.

![Camera Preset Images]

- Camera Preset 1
- Camera Preset 2
- Camera Preset 3

Select **Camera Preset 1** to change views

Select back to get back to your home Extron screen.

If you would like the code to change your presets please contact the helpdesk and request new Presets.

2. Select **Advance** to show the PTZ controls as seen below.

![PTZ Control Images]

Quick Zoom In
Quick Zoom Out
Slow Zoom In
Slow Zoom Out

If you would like the code to change your presets please contact the helpdesk and request new Presets.

3. Select back to get back to your home Extron screen.