This is the phone/podium display control panel. If it is not on the podium’s display, doubleclick the “podiumcontrol” icon to bring it up.
To Turn On Display
Press the “Projector Power” button. The projector will power up and begin displaying. The timer will start counting down (from 3 hours). When the timer runs to zero, the projector will automatically turn off. This is because experience shows that people leave the projector on after they are done, and it runs for days afterward, degrading the bulb. To reset the timer (back to 3 hours), press the Reset Timer button.

To Turn Off Display
Press “Projector Off”. The projector’s lamp will turn off. The cooling fans will run for a while after – this is normal. You will not be able to turn the projector back on until the cooling period ends.

To Select Display
Use “Display Podium PC” to use the projector as the podium PC’s second display
Use “Display Laptop” to use the projector connected by the extra VGA cable to your laptop.

Use “Display Video” to use the projector to display video/dvd signal.

Use DUAL MODE to set the display to mirror the computer display to the projector; use SWAP PRIMARY SCREEN to switch which – computer or projector – is the primary display.
To dial the speakerphone

Click the number(s) you want to dial. (The speakerphone is part of LCSR’s VOIP system, so there is no need to dial 9 to get out. Just dial the number.) Press “Send” to make the call (the “Answer” button turns into a “Send” button when you start dialing.) The “Send” Button changes to a “Turn Phone OFF” button when a call is being made. Hang up by pressing “Turn Phone Off.” To answer an incoming call, press “Answer.”

When dialing numbers for outgoing calls, please use the keys of the Podium Control Panel (on the touchscreen), either by touch or with the trackball, not the keys of the keyboard or keyboard keypad.

(phone is mounted on the ceiling)

The phone number of the speakerphone is 732-445-2001 x2301.

Note that the polycom with not ring audibly, just flash its lights when there is an incoming call, so as not to have a wrong number interrupt meetings or classes.
Adjusting the View Angle of the TouchScreen

By Hanz Makmur – makmur@cs.rutgers.edu

**STEP 1.**
Lift Latch to release lock.

**STEP 2.**
Raise or Lower the display by pushing or pulling the top from of the monitor to suit your needs.

**STEP 3.**
Push down the latch to engage lock and stabilize display position

For help, call LCSR Operator on Duty at 732-445-2001 x2443
Send all suggestions for improvements to: dsmith@cs.rutgers.edu
Please report all problems at: [http://please.rutgers.edu/help/](http://please.rutgers.edu/help/)