Getting the Most out of the Phillips Instructor Podium

Display Selection (selection will display at individual workstations)

**Hook up your own laptop:**
- Attach the audio and video cables, located below the monitor, to your laptop video port
- Push the Laptop button on the Extron console

**Use the lab’s instructor computer:**
- Push the PC button on the Extron console

Document Camera
The Elmo document camera, located in the drawer on the right side of the podium, can be used to display documents and objects.

- Pull the drawer out
- Lift the camera (facing down) and the light so that they can display your document
- Turn the camera on (top right of Elmo)
- Place your document / object on Elmo
- Push the Doc Cam button on the Extron
- Zoom in/out by adjusting the Zoom Dial

Smart Board / Sympodium Features - *Draw on your screen! Save your markings!*

*Note: These features are only available when using the lab’s instructor computer*

The Sympodium Pen is located on the back of the monitor, in a recess at the top.

The Sympodium tools can be controlled either by the buttons on the sympodium itself or by the software that displays on the screen. See attached document for usage instructions.

Microphone

A lapel microphone is available on request from the lab operator. To use the microphone, attach it to your clothing at lapel level, and use the on/off switch on the side.
Headsets

Headsets for the hearing impaired are available in the drawer at the top of the podium cabinet (accessible from the instructor side of the podium), in the box labeled Sennheiser.

Questions?

If you have questions about this equipment, or would like to meet with someone to learn how to use it, please email labfeedback-l@cornell.edu