The TEC Podium - User Guide

Each TEC Podium contains the following components:

1- A built-in computer monitor which can be lowered down or raised up
2- A plastic shield protecting the monitor (can be folded down as pictured)
3- A keyboard on a slide out tray just under the top of the podium
4- A mouse on a sliding shelf attached to the keyboard tray (slides left or right)
5- A sliding side shelf for an external computer
6- A Wolfvision document camera
7- A touch screen Media System Control Panel
8- An umbilical cord with VGA/audio, Display Port, Ethernet, USB cables (used for connecting external sources)
The following components are inside each TEC Podium:

1- DVD & VHS Player
2- CPU with memory card readers, 4 USB ports, & CD/DVD drives
3- External audio-video jacks, an HDMI jack, and 2 power jacks
4- A storage drawer
5- 2 XLR jacks

HD TEC Room - Quick Reference

Note: The Media System Control Panel (Projector Controls) for the new HD TEC System are on a touch panel located on a nearby wall or podium side-car rather than being incorporated in the TEC Podium Computer. Please locate the System Control Touch Panel for your TEC System.

The user interface for your TEC touch panel has changed. Please take a moment to review the instructions below for operating the new touch panel. Also, our engineers have created a quick video available on [youtube](https://www.youtube.com) that demonstrates using the touch panel.
If you would like someone to meet you at your classroom 10 minutes prior to your class to assist you in setting up, please contact Media Services (JRCB 318) at 801-422-2104, or email media@law.byu.edu.

### Getting Started

1. **Press the Power Button** in upper right hand corner of touch panel to turn the panel on if the display is black.

2. **Touch the Screen** to Operate the System.

3. Swipe finger across icons (left or right) to see other inputs (e.g. TEC PC, HDMI Cable).

4. **Select the desired device** for display by touching the corresponding icon (e.g. Touch TEC PC to display the TEC Room Computer on the screen).

### To Blank the Projector

Swipe and touch the "blank" icon located at the far left of the touch screen.

### To Control A Device (DVD, VCR or IPTV)

**Select the device** on the display page, then choose the **Device Control** tab located at the top of the screen.
**Volume Control**

Audio levels may be controlled on any page.

- Touch the Volume symbol in the upper right corner of the touch screen to mute. The icon will change to Mute.
- Touch the Mute symbol to un-mute.
- Use the volume slider or arrows to control volume levels.

**Connecting/Displaying from Individual Devices**

**TEC Podium Computer**

- Press TEC PC to use and display the OIT Computer installed in the Podium.

**Note:** The TEC Podium Monitor and can be raised and then adjusted for optimal viewing angle.

**Wolfvision Document Camera**

- Raise the arm of the Document Camera. Press to activate the system.
o Touch **Doc Cam** on the control panel to display the Wolfvision Document Camera.

**Laptop Computer with VGA Connection**

- Touch **Computer**, then **VGA Cable** to use a laptop computer VGA connection after attaching the provided VGA cable located at the back of the TEC System.

**Laptop Computer or other device with Digital Output (HDMI, display port, DVI)**

*Note*: You will need a **standard HDMI connector** to attach to this system. Contact Media Services for assistance in procuring an adapter, if necessary.

- Touch **HDMI** to display from a laptop computer, tablet or other HDMI enabled device
- If you have your own cable with a male connector, plug it into the **female HDMI Jack** provided on the upper side of the TEC Podium, just behind the laptop tray. Touch **HDMI Jack** on the HDMI menu.

- If you have a device with a standard HDMI female connection, attach the provided **HDMI cable** located at the back of the TEC system. Touch **HDMI Cable** on the HDMI Menu.