

PODIUM INSTRUCTIONS

Instructions: Use Main Computer (VDI)

1. Lower projection screen
2. Turn on projector with **Epson Remote Control** (Allow projector to warm up)
3. Turn **Master Power Switch** on in the Podium
4. On the **Epson Remote Control**, press “**HDMI/ Video**”.
5. Press **Button 1** on the **Extron Switch** on the podium
6. Turn on the computer if necessary

Connecting a Laptop

The switch should recognize the laptop and automatically display on the screen. In the case it doesn't follow instructions below:

1. With the **Master Power Switch** on in the podium and the **Projector** powered on
2. Turn on the Laptop computer
3. Connect HDMI on podium to Laptop computer
 - a. Windows laptops that **Do Not have an HDMI port**, use the **HDMI to VGA adaptor** to display content
 - b. Mac laptops will use the **Mini Display to VGA adaptor** to display content
4. Press **Button 3** on the **Extron Switch** on the podium

Showing a Video

1. With the **Master Power Switch** on in the podium and the **Projector** powered on
2. On the **Extron Switch** in the podium, press **Button 4** for the DVD player
3. Power on the **DVD** player with the remote.
4. Insert DVD into player (use remote to open drawer). DVD should play automatically
5. Adjust volume on **Extron Switch** if needed

Connecting to Apple TV

1. With the **Master Power Switch** on in the podium and the **Projector** powered on
2. Confirm that **each device** is connected to the same **Wi-Fi network (Rivier)**
3. On the **Extron Switch** in the podium, press **5** for the Apple TV
4. Double-tap the home button on the iPad that you are connecting, then swipe right and you will see a button that is square with a triangle. Tap that button.
5. Tap on the Apple TV's name, then slide Mirroring to “On.”
6. Pair your IOS or Mac Laptop with the security code displayed by the Apple TV
7. Your iPad screen should now also be displayed on the TV that you have connected to the Apple TV.

After usage kindly turn off the Projector and Master Power Switches.