

How to Use the Telepresence Unit & Share your Podium Monitor

Getting started:

1. Turn on both (left and right) monitors, using the black Sharp Aquos remote control, located in the drawer of the smart podium in the front of the classroom. Both monitors will go on simultaneously if you stand back from the monitors and aim the remote toward the center of both screens. (FYI: There is a power button [top one] behind the left edge of each monitor.)
2. Using the appropriate four-digit code, dial the location with which you want to connect on the white touch pad on the smart podium. Below are the Telepresence locations across campus.

Telepresence Locations		
Location	Number	Campus
Howell Board Room	1050	La Verne, CA
Park Campus Room 147	1051	La Verne, CA
ASC	1055	La Verne, CA
Library 160	1052	La Verne, CA
Leo 101	1053	La Verne, CA
Inland Empire	1020	Ontario, CA
San Fernando	1021	Burbank, CA
Bakersfield	1022	Bakersfield, CA
Ventura	1023	Oxnard, CA
High Desert EX90	1025	Victorville, CA
OC	1024	Irvine, CA
Conference	3510	All Campus

3. After you are connected, you have the option of sharing the podium desktop (e.g., PowerPoint, web page, etc.) with the remote location by touching the "share" icon on the touch pad.

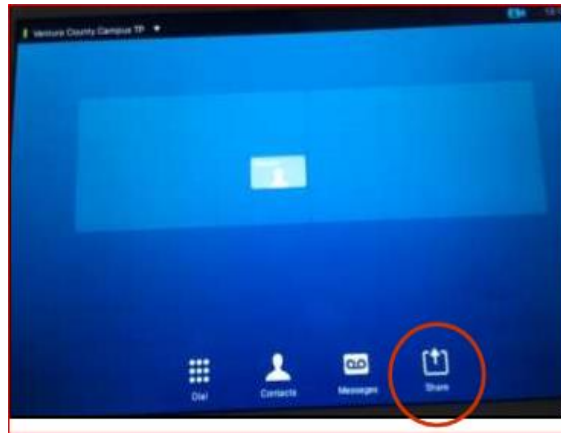
B. Options: Using the camera icon in the upper right-hand corner of touch pad:

1. Turn on/off tracking on the touch pad, using the camera icon in the upper right-hand corner. When tracking is off, the cameras will not follow or focus on whoever is speaking. Rather, the cameras will stay locked in a wide-angle view. When tracking is on, the cameras follow and focus on whoever is speaking.
2. When tracking is off, you can adjust the camera angle (up/down/left/right). You might do this, for example, to focus the camera on the white board so viewers in the remote location can see what you've written on the board.
3. Check "self-view" (recommended) on the touch pad, so you can see your classroom as your classmates in the remote location see it.

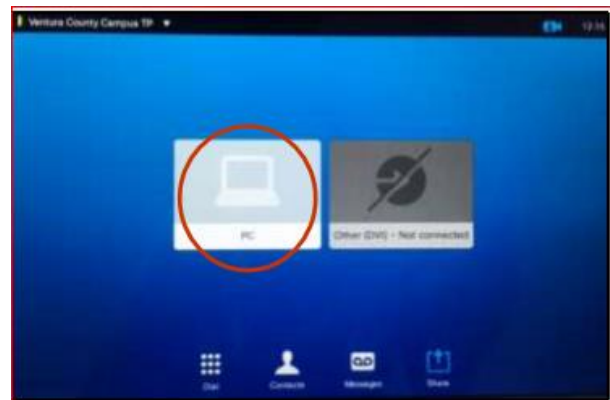
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1. Turn the podium computer on as you normally would.

2. Touch the "Share" icon on your touchpad:



3. Touch the "PC" icon that appears on your touchpad:



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Your podium monitor will project to the right side of your Telepresence system and the right side of the Telepresence system in the remote room.

