COLUMBIA GORGE COMMUNITY COLLEGE

Legacy Podium Quick Start Guide

Quick Reference Guide for CGCC Staff & Faculty

1. STARTING THE SYSTEM

1. **Wake the Panel:** Tap the main screen to activate the touch panel.

   Note: The touch panel may be less sensitive — press firmly.

2. **Decline Auto Power-On:** On the next screen, select “No.”

   Some projectors may not respond to the automatic power-on command.

3. **Power the Projector:** Turn on the projector using the remote.

   The remote is located on top of the podium or inside one of the drawers.



Figure 1: Touch Panel — Startup Screen

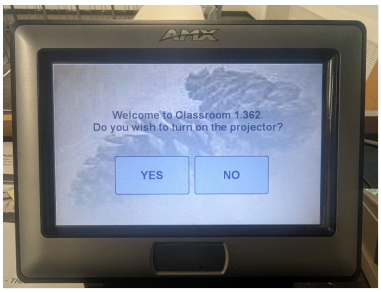


Figure 2: Projector Power-On Prompt

2. SELECTING YOUR SOURCE

- **Podium Computer:** Ensure the computer is powered on. It is located inside the podium cabinet.
- **Laptop:** Connect your device using the HDMI or VGA cable provided on the podium.

TOUCH PANEL CONTROLS

Once a source is selected, the full control screen appears with options for display, volume, and screen positioning.

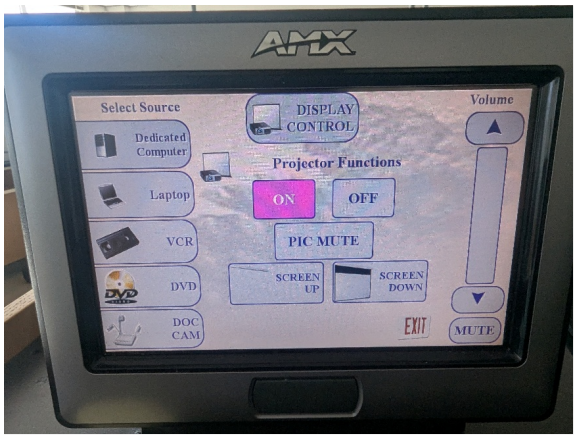


Figure 3: Main Control Screen — Source, Display, and Volume

HELPFUL TIPS

- **Screen Height:** Use the Screen Up and Screen Down buttons to adjust the projection screen.
- **Pic Mute:** Freezes the displayed image — useful for temporarily hiding content from the audience.
- **Volume:** Up, Down, and Mute controls are located on the right-hand side of the display.

! Touch Panel Tip:
If the screen does not respond right away, press firmly — these older touch panels can be less sensitive than newer systems.

i Need Help?
Contact CGCC Information Technology Services for assistance with podium equipment or technical issues.