

## E7 Event Space AV Podium Instructions

Welcome to the E7 Event Space! Please review the following instructions *prior* to the date of your scheduled event. This guide provides a brief overview of the set-up and take-down of the AV Podium, which is available for your use within the Event Space. If you have any questions or concerns about the use of the AV Podium, please contact [engevents@uwaterloo.ca](mailto:engevents@uwaterloo.ca) for assistance.

### Directory

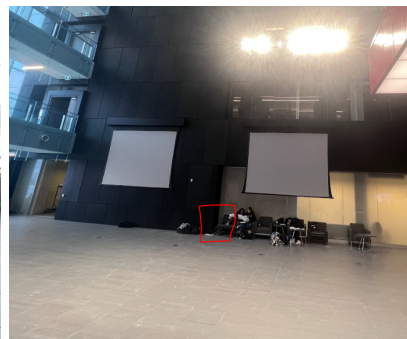
- [Setting Up the AV Podium](#)
- [Displays and Audio](#)
- [Turning Off the AV Podium](#)

### Setting Up the AV Podium

1. Wheel the podium out to Event Space
  - a. Please see the map for route to Event Space to avoid damaging the AV podium. The AV podium must be brought through E5 rather than E7.



2. Based on your event needs, choose one of the two power and internet access points available in the Event Space.



3. Plug the podium into the wall outlet using the orange extension cord located in the slot above the podium cabinet.



4. Plug in the ethernet cables found in the podium cabinet to the four ports nearest to the outlet. It does not matter which cable is paired with which port.



5. The system should turn on automatically once it has been connected to power and internet- it may take a few moments for the control panel on the front of the podium to load.
6. Once the control panel has loaded, select which projector configuration you prefer:
  - a. Left Image: The audience left projector and screen
  - b. Right Image: The audience right projector and screen
  - c. Dual Image : Both audience left and right projector and screen
  - d. Mic Only



7. Once you have selected the projector configuration, the screen(s) and projector(s) will turn on automatically.

## Displays and Audio

It is recommended that you use the desktop attached to the podium for displaying media on the projector. There is a USB port located on the top of the podium, to the left of the desktop monitor. Alternatively, there is an HDMI cable that is located on the top of the podium that can be used to connect laptops to the projector.

### Desktop

1. Once the power and internet have been connected, login with WatIAM credentials (without @uwaterloo.ca)
  2. To begin projecting from the desktop, use the control panel on the front of the podium to select the “PC” icon
    - a. Select which projector(s) you would like to send an image to
    - b. Select *Podium Monitor* and *Event Sound*
    - c. Press **Send** for your image to begin projecting



### Laptop

1. Attach a laptop to the podium via the HDMI cord located to the left of the keyboard (adapter not provided)
  2. To begin projecting from the desktop, use the control panel on the front of the podium to select the “Laptop” icon
    - a. Select which projector(s) you would like to send an image to
    - b. Select *Podium Monitor* and *Event Sound*
    - c. Press **Send** for your image to begin projecting



### Microphones

1. There are four microphones (three handheld wireless and one lapel microphone) that are stored inside the podium cabinet
2. Turn the microphone on using the switch on the side
3. Overall microphone volume can be adjusted by pressing the “Audio” icon on the control panel
4. Individual microphone volume can be adjusted by pressing the “Mic” icon on the control panel



5. When finished using the microphones, turn them off and return them to their base inside of the podium cabinet

## Turning Off the AV Podium

1. When you have finished using the AV system in the event space, close the tabs that were in use and eject the USB (if applicable)
  - a. If using a laptop, disconnect from the HDMI cord
2. If you are using the desktop computer, **you must sign out of your account before powering down**
3. Use the podium's control panel to navigate to the power settings, and select power off
  - a. **You must power off before unplugging the podium**
  - b. The screens and projectors will automatically retract
4. After the screens and projectors have retracted, you may unplug the extension cord from the wall and podium
  - a. Neatly return extension cord to the slot located above the podium cabinet
5. Unplug ethernet cables by pressing down on the top latch and pulling out from the wall
  - a. Neatly return ethernet cables to the podium cabinet
6. Wheel the podium back into the storage room

