



OPERATING INSTRUCTIONS

School of Pharmacy Classroom Systems

Multimedia Hotline: 410.706.0656

All instructors must:

- Use or wear a microphone
- Use the Sympodium annotation device whenever possible
- Not point at the projection screen with your hands or use a laser pointer
- Repeat student questions

Faculty and Staff: Logon to computer normally using your RX account and password.

Guest lecturers: Use **rxquest** as your username and **welcome1!** as the password.



Use the Presentation button for Mediasite recordings and Videoconference button for live, synchronous events.

Please always remember to shut down the system and logoff the PC.

PLEASE DON'T HESITATE!

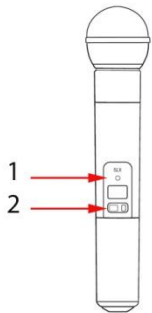
Press this button on the podium touchpanel to request assistance.



USING CLASSROOM MICROPHONES

Wireless Handheld Microphones (2 Types)

-Type 1-



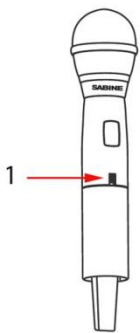
1. Status Light: **Green = On** , **Yellow = Muted**

2. Power Button:



- ON: Press power button **(Status Light: Green)**
- MUTE: Press quickly while microphone is on **(Status Light: Yellow)**
- OFF: Press and hold power button down for 3 seconds

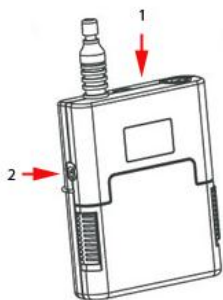
-Type 2-



1. On / Off Switch

Up = On , Down = Off

Clip on / Lapel Microphone



1. On / Off Switch

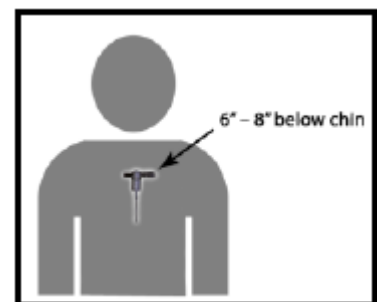
2. Battery charging connection

For best audio quality:

- Don't hold the microphone
- Position and clip the microphone about 6 to 8 inches below your chin.

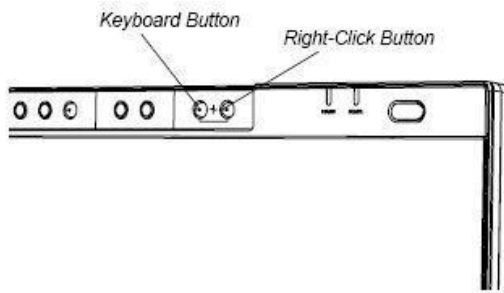
Don't wrap microphone cables!

- Cable connections break when cables are wrapped
- Broken Cables = reduced audio quality



Orienting the Sympodium

Press the Keyboard and Right-Click buttons at the same time.



Targets appear on the screen.



Press the center of each target in the order indicated on the screen.

The computer registers the point on the screen where you remove your pen from the display surface.