# Teaching Pod User Guide

## Power
If the light of the PC is on, it’s ready to use. If not, turn on the power to start the PC.

## Wake up the pod
Firmly touch the screen on the Control Panel to start. This will display a start screen (a). Touch again to start the system and display the Home screen (b).

## The Home screen
The Home screen controls all the pod functions. Use this to control the pod rather than device power buttons. Use the Image SHOW and Image HIDE options to control what is displayed on the main room display.

## Select from the following options

### Log on to the PC
To get access to PC software, the web, and files on your personal drives (U: and X):

1. On the touch panel Home screen, select PC
2. Move the mouse to wake up the PC. If nothing happens, you may need to switch on the PC
3. Press the CTRL-ALT-DEL keys simultaneously to go to the log-in screen
4. Type your City username and password to load your profile

### Use the Visualiser
To display objects or documents on the main room display:

1. Place the object or document under the Visualiser arm
2. On the touch control panel Home screen, select Visualiser
3. Visualiser controls can be found at the front of the device or on the arm of newer models, including Zoom (+ or -) and Focus (Auto is the best setting)

### Connect your Laptop
To project your laptop content on the main room display:

1. Connect your laptop using the appropriate cables on the pod desk
2. On the touch control panel, select Laptop

Note: your laptop must be registered with IT Service Desk to access the Web or City’s network. See Help for IT contact details. You can also connect to the guest wifi to access the web.

### Write on PC screen
The PC monitor screen is interactive and can be written on using writing software and the pen held behind the screen. To use:

1. Select PC on the control panel Home screen
2. Click on the SMART Notebook icon on the desktop to open the writing software
3. Remove pen from dock
4. Press the coloured pen buttons at the top of the screen to go into Pen mode, or the black arrow button to return to mouse mode

### Play portable media
USB media can be played through the PC, using the USB slots located on the side(s) on the PC screen. Note that some drives cannot be powered in this way, but alternative USB slots are located on the resident PC.

Use the touch panel controls rather than those on the actual devices for playing portable media such as DVDs, VHS tapes or audio cassettes (where player is provided).

1. Insert the disc or cassette into the required player beneath the pod desk
2. On the Control Panel, select the required button (DVD, VHS or Audio) to display controls
3. Audio volume is controlled from physical buttons marked +, - or Mute on the Control Panel

## Leaving the pod
1. Log off from the PC (Start > Log Off)
2. Ensure you have taken any portable media e.g. USB drives or DVDs with you

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**Tips**
- The Visualiser must be on at all times – turning it off will result in image loss from the PC
- Don’t try to connect a laptop to the PC screen with a personal VGA lead – use the separate connector cable that comes with the pod
- Power must be switched on at the wall

**Help**
For technical issues:
- dial 2 from the room phone or
- dial +44 (0)20 7040 8181

For training on using the different features of the Pod:
- Raise a Service Now ticket: www.city.ac.uk/itservicedesk

**Note:** please ensure that you press Shutdown on the Control Panel after use, as this will extend the life of the projector bulb therefore benefiting all pod users.