Open the black door on the top of the podium. Push start on the touch screen.

1. If you are using your own laptop you have two choices.
   1. Connect the HDMI cable on the podium to the HDMI port on your laptop (Sends both audio and video).
   2. Connect the VGA cable on the podium to the VGA port on your laptop and the audio cable on the podium to the headphone out jack on your laptop.

**Important Note:** Please start with your laptop powered off for best results. We have had inconsistent results when the laptop is already booted up.

2. If you are using the desktop computer that’s in the cabinet below you don’t have to do anything other than turn it on if it isn’t already.

3. At this point use the touch screen to choose “resident PC” or “Laptop”, it will automatically turn on the projector. If using your own laptop power it on now.
4. When you are finished select “Shutdown System” from the touch screen.

Important Note: Please do not shut down the podium computer from within Windows. If the computer is shut down you will need to open the bottom-right podium door and push the power button on the computer.

If you have any issues please contact the GSE Help Desk at 645-1375 or if it’s a non-urgent problem submit a help request at http://gse.buffalo.edu/help.