

# Concert Hall, Proscenium Theater, and Shaffer Auditorium

## Smart Podium User-Guide

### Introduction

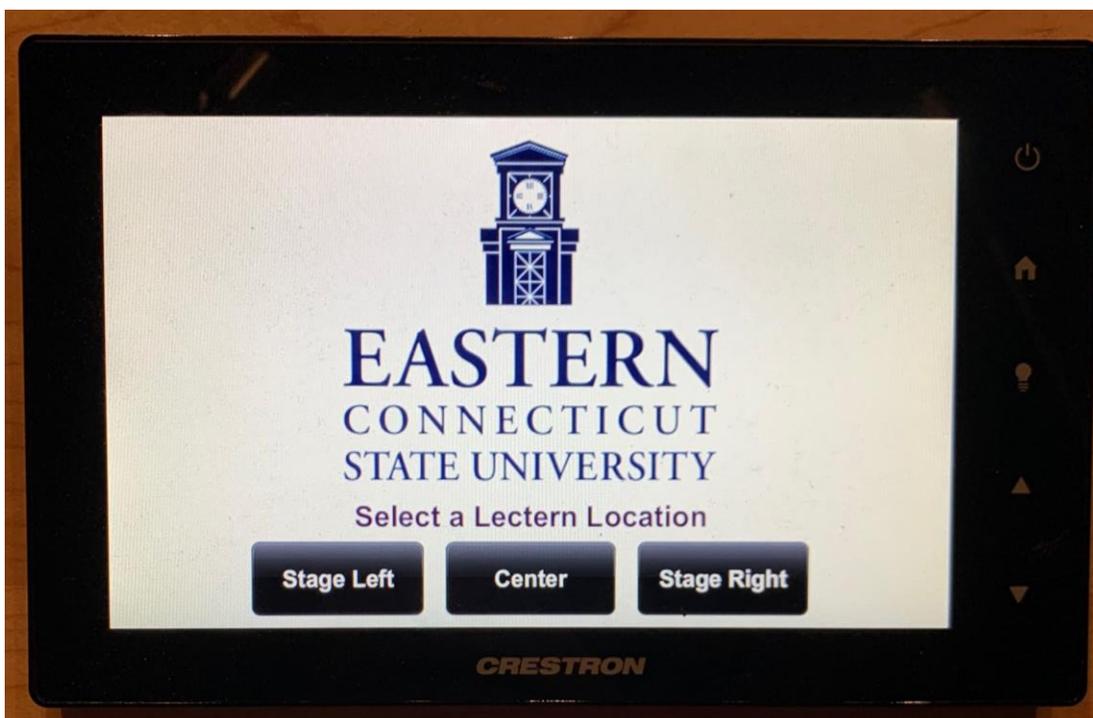
The smart podiums found in the Concert Hall, Proscenium Theater, and Shafer Auditorium are very similar to podiums found in most classrooms at Eastern. This is an illustrated guide that will walk you through using these podiums.

### Concert Hall and Proscenium Theater

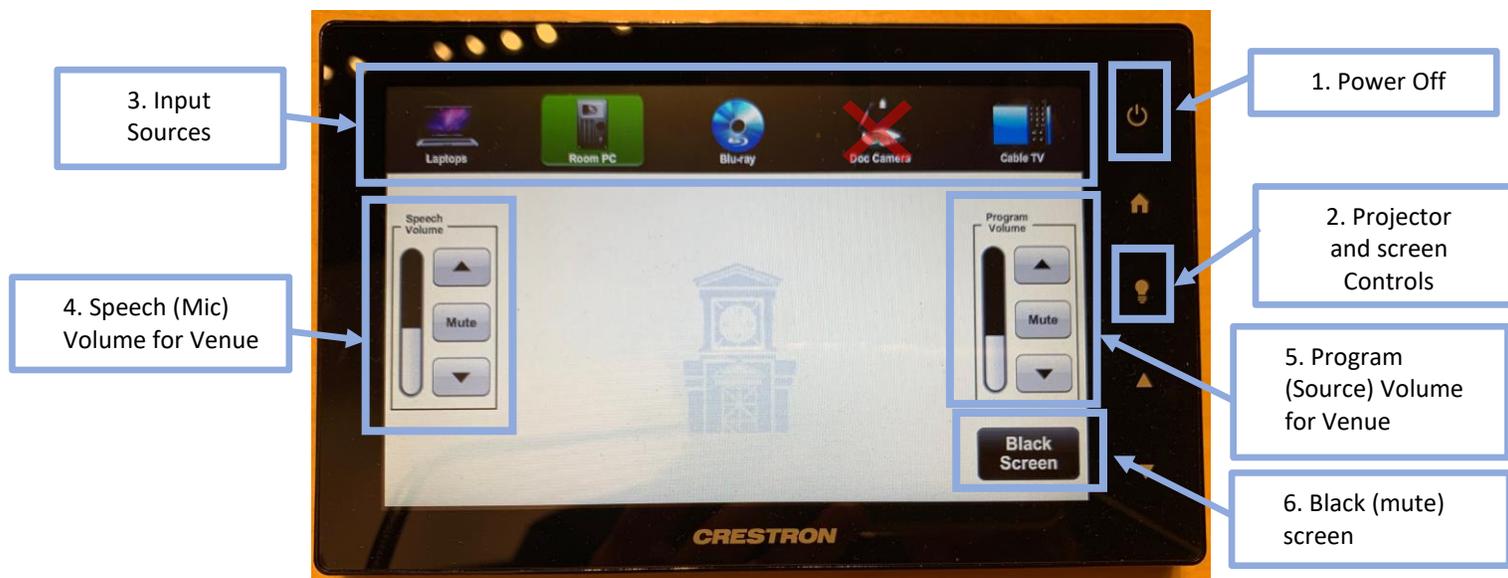
The podiums in the Concert Hall and Proscenium Theatre are programmed in a nearly identical fashion, and so, with the exception of some logistical elements due to physical differences in the venues (identified below), the operation of these podiums is identical.

Depending on the current state of the AV system when you enter the room, the touchscreen could display one of three screens.

If the screen is dark, then the device is asleep, and you need to just tap to wake up the device. If the system was powered down prior to your arrival, you may need to define the lectern "location" (which is actually the AV connection location and not necessarily the physical location of the lectern). For the **Concert Hall** you will choose "Stage Right" and for the **Proscenium Theater** you will choose "Center".



Once a location is selected, you will likely see the following screen:



To power on the projector and start projecting, simply tap on the projection source and the projector will begin to power on. In the Concert Hall, the projector will drop from the ceiling at the back of the hall, and the projection screen will lower.

The podium controls are as follows:

1. Power Off – If a class doesn’t immediately follow your class, please power down the projection system. Use this button to power down the system, which will display a prompt asking if you want to power down the system, and you should select “Yes”.
  - a. Please note that this button does not have a tactile “button” to push, it will feel for the most part like a flat piece of the touchscreen with some printing on it. Touching here will register as if a tactile button was pushed.
2. Projector and Screen Controls – selecting an input source should automatically power on the AV system. It may not be immediately apparent in the Proscenium Theater that the AV system has powered on, because the projector is hidden away in the theater’s control room, and the room does not have a screen that will lower. This button will display a screen that will tell you the power status of the projector – the “Power Off” button will be solid red if powered off, the “Power On” button will be flashing green when powering on and the Power On button will be solid green when fully powered on. These buttons can also be used to power up and power down the projector, but the main system power button is recommended. The Concert Hall podium also has controls for lowering and raising the projection screen.

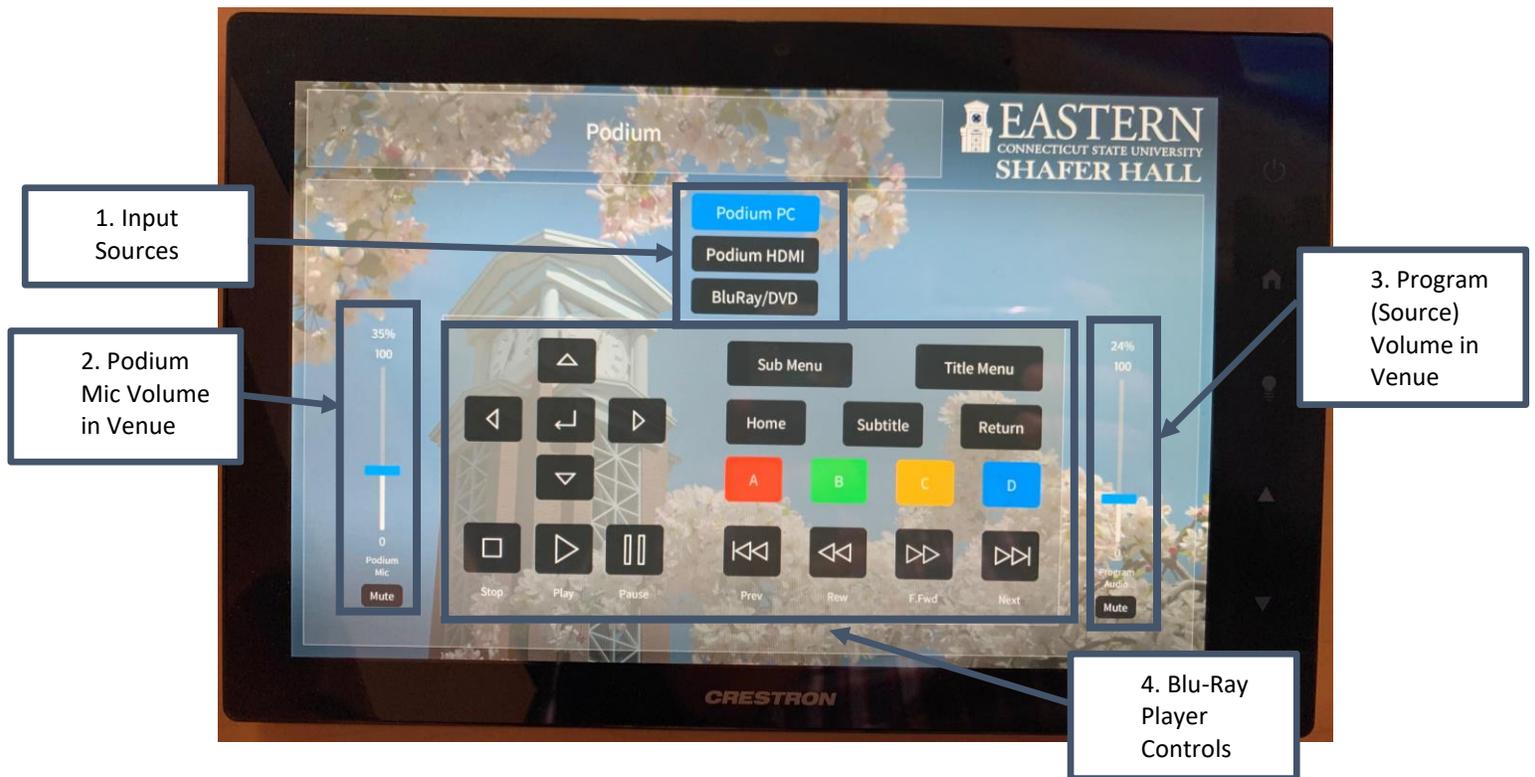


3. Input Sources – these icons choose the source for projection inside the venue but *do not* choose an input source for your streaming platform. For hybrid classes you will likely wish to avoid using any source *other* than the built in PC or Laptop input. Choosing “Blu-Ray” will broadcast the in-podium Blu-Ray player over the projector, while choosing “Cable TV” will broadcast a cable TV feed over the projector, neither of which will be broadcast over your streaming platform.
  - a. *Please note:* the “Document Camera” icon does not register *any* action in these venues. The document camera, placed in the sliding drawer on the left of the podium, is connected solely to the computer, and is *recognized by streaming software as a web-camera type source*. To display the document camera over the projector, expand the web-cam preview window in your streaming software (the window that typically shows your own camera view).
4. Speech Volume – this is the volume of the podium microphone as broadcast out into the venue. This does not affect the volume of the boundary mic that communicates over your streaming platform. This virtual fader can occasionally fall out of sync with what the volume is actually set to – occasionally the volume is actually set to zero but the display shows it set to some other level. Tapping the up or down button will force the display to resync the display with the actual volume setting setting. This issue only arises when the system sits idle for a significant amount of time, or when the system first starts up.
5. Program Volume – this is the volume of the input source broadcast out into the venue. This button does not control the actual source volume, and so does not affect the volume at which sounds played by the input source are broadcast over the streaming platform. This volume fader can also lose sync with the actual set volume level like the speech volume fader above.
6. Black Screen – mutes projection output

## Shafer Auditorium

Shafer Auditorium is in many ways much more straightforward than the Concert Hall and Proscenium. The system power and screen controls are only accessible by Media Services staff, so the projector will already be on and the screen will already be down when you arrive to the venue.

If the touchscreen has gone to sleep, tap on it to wake it up and you will see the following screen:



The podium controls are as follows:

1. Input Sources – these icons choose the source for projection inside the venue but *do not* choose an input source for your streaming platform. HDMI is for an external device such as a laptop or tablet.
2. Podium Mic Volume – this is the volume of the podium microphone as broadcast out into the venue. This does not affect the volume of the boundary mic that communicates over your streaming platform.
3. Program Audio Volume – this is the volume of the input source broadcast out into the venue. This button does not control the actual source volume, and so does not affect the volume at which sounds played by the input source are broadcast over the streaming platform.
4. Blu-Ray Player Controls – Playback and Menu controls for the Blu-Ray DVD player in the podium.

Like the Concert Hall and Proscenium, the document camera on this podium does not broadcast over the projector, it seen as a webcam to the computer. To display the document camera over the projector, set the doc-cam as your streaming platform input source and then maximize the camera preview window on the computer.