Using the Presentation Station and Polyvision Enon Interactive WhiteBoard

**Turning the Presentation Station On/Off**

The power button for the presentation station is located on the flip up control panel on the top of the podium (see image below). When the unit is on, the light on “Power” button should be **red**.

The light on the document camera should be **red** when the unit is **off**, and **blue** when the unit is **on**.

![Control Panel Image]

**Switching between displays**

Touch the corresponding buttons for each display mode.

- **PC** – Desktop computer
- **Laptop** – Laptop Computer (see next page for how to connect a laptop computer to system)
- **Doc Cam** – Document Camera
- **DVD VCR** – DVD or VCR (located in the cabinet underneath the podium)
- **Display Mute** – Turn off projection display (touch again to restart display)
- **Volume Up/Down/Mute** – Control System Volume

*Note: If the button does not respond immediately, toggle between buttons a few times. If there is still no response, reboot at the Power button on the flip up control panel.*

Wardlaw College rooms 274-M, 274-D, 029, 101, 109, 110, and 114
Developed by Catherine Murphy on 10/8/2010
**Hooking up a laptop for display**

Use the cord on the top of the podium to hook up a laptop to the display. Connect the adapter with pins to the external display jack on your laptop. For computer audio to play through the external speakers in the classroom, the audio cord must be plugged into your audio output jack (where you plug in your headphones).

Make sure you select “Laptop” on the flip-up control panel and the image on your laptop should be displayed on the screen.

**Playing a DVD or VHS Tape**

The DVD/VCR player is located under the podium. Open the cabinet door. Press the open/close button on the DVD or VCR player and insert your DVD or VHS tape. Touch DVD/VCR on the flip up control panel on the top of the podium and the video should start automatically. Use the controls on the remote provided to navigate the playback functions.

*Some desktop computers or laptops may also play a DVD from the DVD drive on that computer, but please check the equipment before class.

**Using the Document Camera**

Place the document you’d like to display on to the document camera. Touch DOC CAM on the flip up control panel. An image of your document will display on the screen. To zoom in/out on the image, use the zoom function keys ( + - ) on the document camera.

**Turning on the Polyvision Eno Interactive Whiteboard**

Locate the stylus pen (in the Eno Mini). Make sure the green light on the stylus is on. Tap the stylus on the Mouse/Line function on the Eno Mini or the strip on the wall display. You should hear a chime when the board is active. If the mouse arrow from the computer or annotation appears on the screen, the board is active. If the board does not become active, tap the button until the board becomes active or asks for alignment.

**Using the Polyvision Eno Interactive Whiteboard**

You may only use the Eno board when the desktop computer is actively displayed, as this is where the software is installed. The board is also dry erase marker safe.

To annotate images or documents displayed on the computer, use the Eno Stylus and the functions on the magnetic strip or Eno mini. Click here for an explanation of functions.
The Eno mini offers portability to the user who wants to be free to move throughout the classroom, and the magnetic strip is also removable from the whiteboard. With the Stylus, just tap the functions on the strip or mini you would like to use and annotate on the white surface of the mini or on the Eno board. The first function with the arrow/red line toggles between the mouse and annotate functions. When the Eno is in MOUSE mode, the Eno stylus pen acts as the computer’s mouse. To open programs or documents, just double tap the icon of the item you wish to open.