Before you leave . . .

1. Turn off Projector:
   On column control panel press the [PROJ OFF]. The red led lights will flash then go off.

2. Wireless Microphones
   Turn the microphones off and place them back into the chargers

3. VGA Cable:
   Remove the VGA/Audio Cable from your laptop

4. Turn off Room Lights

If you have trouble or need help contact the UDit Call Center at (937) 229-3888
Room Lights
Room Light switches are located next to the entrance doors.

Column Controls
Use the column control pad to power on and off the projectors, adjust the volume of the microphones, and connect the laptop.

Adjusting Volume on the Laptop
To adjust volume level or mute, use adjustment located on the laptop.

Connecting a Laptop to the Data Projector
1. Plug in the 2 cables to the laptop, the power cord and VGA audio cable provided at the column.

Turning on the Data Projectors
2. Press the [PROJ ON] power buttons. The led lights will flash red, then go to solid green when the projector is ready.

3. Press the [PODIUM COMP] input button to connect the laptop to the projectors. It will display a red led light.

4. Power on the Laptop.

Dual Display
If the computer desktop is not projected on the screen try pressing Window (function) + P keys. Select the Duplicate window on the screen.

Logon to the laptop (UDit issued laptops only)
Press CTRL-ALT-DEL
Username: Faculty
Password: Leave Blank and press the “Enter” key.

!Note!
For the convenience of our faculty, our podium computers/laptops do not require unique, individual passwords. While otherwise secure, please take care not to leave any sensitive data on UDit issued computers/laptops.

For Assistance contact UDit Call Center
(937) 229-3888