Before you leave…

1. **Turn off Projector:**
On column control panel press the [L PROJ] [M PROJ] [R PROJ]. 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 [L PROJ], [M PROJ], and [R PROJ] power buttons. The led lights will flash red, then go to solid green when the projectors are ready.

3. Select the [COMPUTER IN] 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