Before you leave...

1. Turn off and Store Computer and Microphone(s): Power off the computer and microphone(s). Disconnect cables, return the computer to the drawer, and microphones to their pouches.

2. Lock the Podium: Close the podium doors and turn knob to lock the doors.

3. Turn off Room Lights

4. Secure the door: Swipe the card reader with a One Card with toggle access. It may take up to 1-2 minutes for the door to lock (indicated by a steady red light on the reader).

If you have trouble securing the door, contact the One Card office (937-229-2456) or Public Safety outside of normal business hours (937-229-2121).
**Door Access**
The One Card Office has provided the contact for your event with “toggle access”. When this user’s One Card is presented to the reader the door will remain unlocked until the card with toggle access is presented again.

**Room Lights**
Room Light controls are located to the right of the door.

**Podium Access**
To gain access to the computer, DVD/VCR combo, and room microphone use the combination code:

The computer and microphones are stored in the podium drawer.

**Podium Controls**
Touch the screen to activate podium controls.

**Logon to Computer**
Press CTRL-ALT-DEL
Check the “Workstation Only” box and press the “Enter” key.

**Connecting a Computer to the Data Projector**
1. Plug in the 4 cables at the podium: power cord, Ethernet network cable, video cable (VGA), audio cable

2. Select **Computer** on the Podium Touch Screen. The screen will lower and the data projector will power on.

3. Power on the computer.

**Dual Display**
If the computer desktop is not projected on the screen by pressing FN (function) + F8. Hold for 10 seconds. Repeat until the desktop displays on both the notebook and the projection screen.

**Play DVD or VHS**
1. Press DVD/VCR on the Touch Screen

2. Open disk bay and insert DVD or insert VHS tape.

3. Use the Touch Panel to play, pause, fast forward, reverse, and stop video.

**Microphones**
In addition to the podium microphone, there is a wireless handheld microphone and lavaliere (clip on wireless microphone) stored in black pouches inside the podium.

To use the microphones, power on with switch on the microphone unit.

**Adjusting Volume**
To adjust volume level or mute, use the touch panel volume control.

**Mute Microphone Volume**
Mute *one microphone* by using the Mute switch on the unit.

Mute *all microphones* with the Mute function on the touch panel volume control.

**For Assistance contact**
UDiT Classroom Support
(937)229-3888