

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).

Science Center
Auditorium
SC 114

Technology
Overview

UD 

**Classroom Support
Services**

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 lavalier (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**