

Door Access

The One Card Office has provided the contact for your event with *toggle access*, meaning when this One Card is presented to the reader the door will stay 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:

Press buttons 2 & 4 at same time, then release. Press button 3, then release. Turn the dial clockwise to open.

The computer and microphones are stored inside the podium in a drawer.

Podium Controls

Touch the screen to active podium controls.

Connecting a Computer to the Data Projector

Plug in the 4 cables at the Podium:

- Power Cord,
- Ethernet Network Cable
- Video Cable (VGA)
- Audio Cable

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

Power on the computer.

Logon to Computer

Press CTRL-ALT-DEL
Log on to the computer.

Username: faculty
There is no password

Dual Display

If the computer desktop is not projected on the screen, force it to dual display by using **FN** (function) **F5** key combination wait 10 seconds. Repeat until the desktop displays on the notebook and the projection screen.

Play DVD or VHS

Press **DVD/VCR** on the Touch Screen

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

Use the Touch Panel to Fast Forward, Reverse, Pause, Stop and Play 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 to mute use the touch panel volume control.

Mute Volume

Mute one microphone by using Mute switch on the unit
To mute all microphones use the Mute on the Touch Screen.

Store Computer and Microphone

Power off the computer. Disconnect cables and return the computer to the drawer.

Power off all microphones and return each to pouches.

Lock the Podium

Close the podium doors and turn knob to lock the doors.

Room Lights

Turn off room lights using control near the door.

Secure the door

Swipe the card reader with a One Card with *toggle access*. It may take of to 1-2 minutes for the door to lock (steady read indicator). If you have troubles securing the door, contact the One Card office or Public Safety if it is outside of normal business hours.

**Science Center
Auditorium**

SC 114

**Technology
Overview**

**For Assistance
contact IT Service
Center**

229-3888