

## Fiedler Auditorium Instructions for the use of the Presentation System

### Lighting



Lighting Panel

The lighting panel is located near the podium, by the door to the back room. The buttons numbered 1 through 5 are preset lighting patterns that can probably meet most needs without further adjustments. Moving forward or backward in the number sequence makes the room darker or brighter.

- 1: All lights on.
- 2: All lights on with whiteboard lights are turned off.
- 3: Same as (2) with front down lights turned off.
- 4: Same as (3) with the audience area is dimmed.
- 5: Same as (4) with the audience area a bit darker.
- 6: All off except aisle and wall sconce lights.

### To Turn the Projector On

- Tap the podium touchscreen to activate the podium systems and projector.



Podium  
Touchscreen

*TOUCH TO ACTIVATE SYSTEM*



Projector

### To Turn the Projector Off



Podium Touchscreen

- Press **Exit System** on the touch screen. Confirm exit by pressing **Yes** on the dialog box that appears. The system will cool down the projector and power down the podium.
- Turn off all lights as you exit.
- Return the keys to the Office of the Dean of Engineering.

Please see reverse side for additional instructions.

## To use the Presentation Computer



Podium Panel

- Press **Computer** on the podium touchscreen, then **Send To the display you would like**.
- A USB port is available on the **podium panel** to the right of the podium touchscreen.

**WARNING:** Security software on this computer will erase all changes made on the next reboot. This includes any files or data you may have created. These lost files are non-recoverable. To use a network drive for your data, please use the "ENGG Login" shortcut located on the desktop of the computer

## To Connect a Laptop



VGA Cable

- Locate the VGA or HDMI cable in the left-hand drawer of the Fiedler Podium.
- Connect the **VGA cable\HDMI** to the connector on the **podium panel** to the right of the podium touchscreen and the other end of the cable to your laptop.
- Press **VGA or HDMI Laptop** on the podium touchscreen, then **Send To Display you would like**.

## To use the ELMO (Document Camera)



ELMO (Document Camera)

- The ELMO is located on the right side of the podium on a slide-out tray. The slide-out tray must be unlocked prior to use.
- Raise the camera arm to the upright position. The camera arm will lock into position.
- To turn the ELMO on press the gray power switch on the upper-right corner of the ELMO. The document lights (on the two light arms) will activate.
- To display the ELMO, press **Document** on the podium touchscreen, then **Send To Display**.
- To manually adjust the ELMO brightness/darkness setting, use the instructions posted on the tray at the front of the ELMO.

## To use the Lapel Microphone



Lapel Microphone

- To use the Lapel Microphone move the switch from the **OFF** position to the **ON** position. A green light will indicate that the microphone is functioning.
- Please remember to switch off the Lapel Microphone when you are finished using it.

**Please see reverse side for additional instructions.**