Instructions for the use of the Presentation System

Lighting

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.

To Turn the Projector Off

- 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.

Podium Touchscreen

Please see reverse side for additional instructions.
To use the Presentation Computer

- 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

- Locate the VGA or HDMI cable in the left-hand drawer of the Fiedler Podium. VGA: Must set laptop to 1080p Resolution
- 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)

- 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

- 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.