Presenting in the auditorium

The presentation equipment in the Pendleton Hall Auditorium is available for faculty, staff, and guest (with permission) use, either for classroom presentations or special events. If you would like to schedule anything, hereafter referred to generally as an event, follow the instructions below.

Prior to the event

- Contact IT at least a week in advance.

  > If you wish to have your event recorded, **you must specifically request this** via email.

  - If it seems necessary, the Helpdesk will send a technician to be present before and/or during the event to ensure everything proceeds smoothly.
  - This ensures that we're available to help you and lets us know when the room will be in use.

- Schedule an initial check with the Helpdesk at least one day before the event begins.
  - This can be scheduled days or even weeks in advance.

    - Connect to equipment—see below.
    - Launch teams if event will have remote participants. If this is your first time using the podium PC, you will need to sign in.
- Meet with a technician at least 30 minutes before the start of the event.
    - Leave enough time to get all the required tech set up before any audience members arrive. This might vary depending on your needs and can be scheduled at your initial check.

Connecting to the presentation setup

There is a computer built into the main podium in the auditorium. This will be used to present any slides, videos, or other content you wish to display, rather than connecting a personal laptop.

> Ensure that your presentation material is either saved in OneDrive or on a thumb drive (or other portable storage device) so that it can be accessed on this computer.

Once the Helpdesk has assisted in bringing out the triple-monitor stand and touchscreen TV (if applicable), run through the following steps:

1. Turn on all the TVs using the remotes on the podium.

2. Move the mouse or type on the keyboard to wake up the computer.
3. Sign in to the computer on one of the three screens.
    - If you don't know what to enter, see What is my Username and Password?
    - If you don’t see the sign in screen, open the bottom door of the podium and check if the computer is on. There should be a white light on top if it is. If it isn’t glowing, press the power button.
    - If it is still glowing and you don’t see the sign-in screen, check to make sure all the monitors are on. (On the back of the monitors there should be a power button)
    - If you still don’t see sign-in screen after that, contact the Helpdesk.
4. Check that all monitors are on after signing in.
    - The top monitor is for personal notes and only the user can see this.
    - One of the bottom monitors will mirror to the 4-screen TV wall.
    - The other bottom monitor mirrors to the touchscreen TV and the two side TVs.
5. Plug in the meeting owl (if applicable).
    - A meeting owl is available for use if the event will have remote participants (either presenters or audience members). It is mounted on a tripod and kept off to the side of the room.

- If you want specific control of the camera’s focus, you can download the meeting Owl app to control it.
- The camera automatically detects and focuses on speakers.
- Once plugged in, the owl may take a few minutes to set up.

> **Do not move the podium**. Moving the podium without the proper care can damage cables underneath resulting in degradation of projector services.

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