Academic Technology:

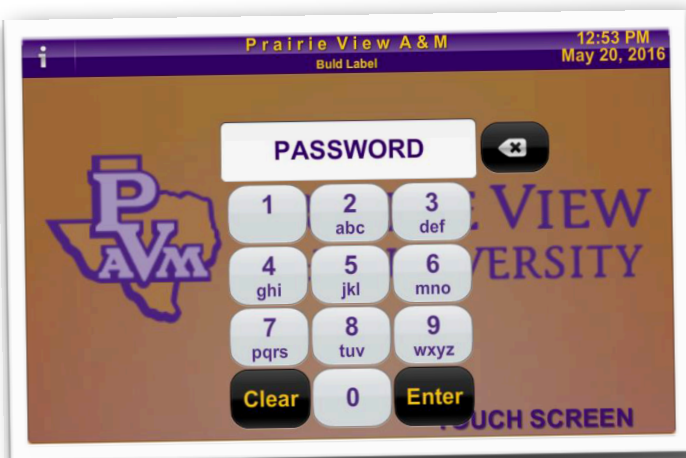## A.I. Thomas Auditorium

System is ready!

The podium in the A.I. Thomas Auditorium is easy to operate. When you approach the podium, the touch screen will display the current date and time. Touch the screen to proceed.
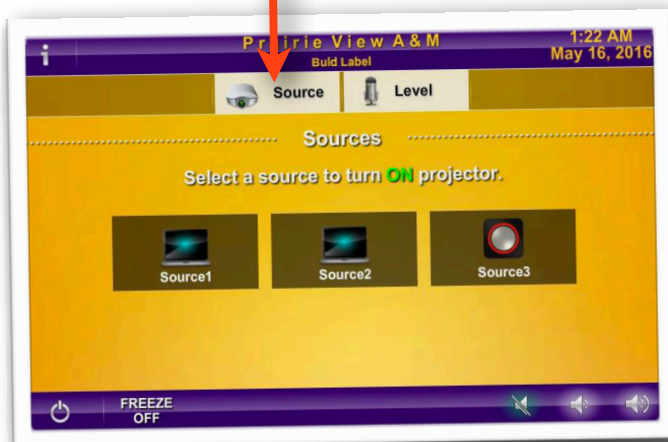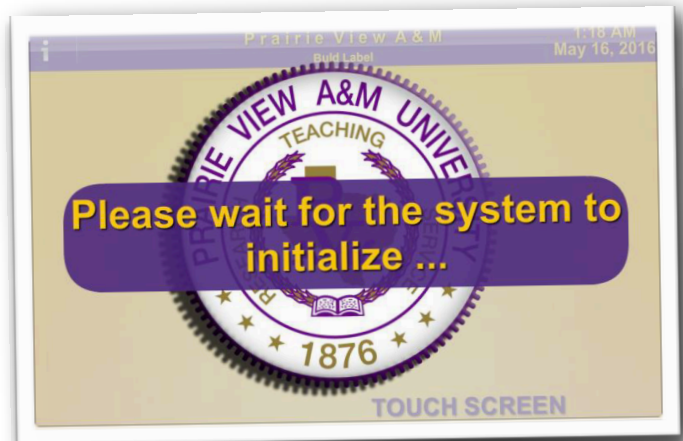

Enter Access Code

Once you have touched the screen the display will then prompt for a passcode. The **passcode is 1234**. Enter the passcode and press **"enter"** to proceed.

*If you enter the wrong passcode, the screen will turn red and read "Incorrect Password"
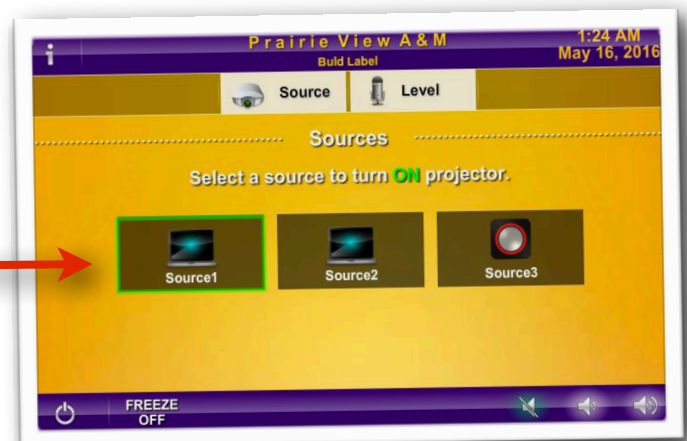
Passcode was Successful!

Once you have correctly entered the passcode a **"Sources"** Menu will display; this is indicated by the white box below the time and date bar.

Select your input source

Pressing **"Source"** will display available input sources on the podium: VGA or HDMI.

Selecting the appropriate source will activate the connected device at the podium and power on the projector simultaneously.

Manual power on/off

If you press the **Light bulb** icon , you can manually turn the projector on or off by simply selecting either "On" or "Off" on the display screen.

HDMI will display the your device provided it is connected to the HDMI source on the podium.
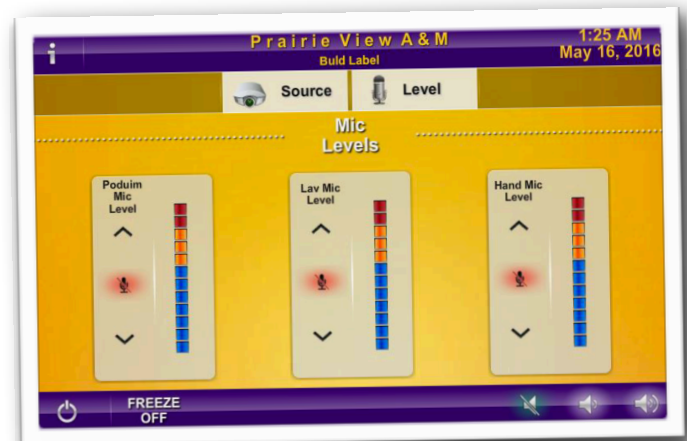
Volume Controls

There are three volume level indicators: Podium Mic, Lav Mic, and Master Level.

The podium microphone has two indicator lights that indicate if the podium mic or master volume is either muted/unmuted.

*A green light indicates unmuted
*A red light indicates muted

The **podium mic indicator** light is to the left of the mic and in the center of the "Podium Mic" icon on the display.

The **master volume indicator** light is to the left of the mic and in the center of the "master mic" icon on the display.

Pressing the red mic on the icon will unmute the volume for the selected device. Pressing the icon on the display will also change the podium indicators as well.

Pressing the speaker icon on the bottom of the display mutes/unmutes the master volume. The master volume can be adjusted by pressing the speaker icons located at the bottom of the display as well.

System Shutdown

Pressing the power icon located at the bottom left of the display will bring the above image to the display.

To shut the system down, press "Shut the system down now" icon to power down the projector and the system

If you pressed the power icon accidentally, select "Return to System" and continue using the system.

Technical Support

Should you have issues with the A\V system please submit a service request at the either of the following:

academictechnology@pvamu.edu

http://www.pvamu.edu/academicaffairs/academic-technology/

OR

https://pvamu.co1.qualtrics.com/jfe/form/SV_bI5I9lGJiaM54IB

OR

Call extension 2525.

When contacting technical support, please provide a detailed description of the issue you are experiencing. Academic Technology should be the first contact for any issues you experience.