

Teaching station instructions

For in-person presentations

The full-size teaching stations/podiums you will be using are equipped with two microphones, an adjustable “gooseneck” podium microphone and a wireless lapel/lavalier microphone, in addition to an in-station room PC. You can use your personal device such as a laptop, or the room PC if needed, to load your slides and project them to the room. Adapters, dongles and Wi-Fi will be provided.

The teaching station will be remotely activated by our technicians. Please follow these steps to set up your presentation:

1. To connect your personal device, use HDMI directly or an intermediary adapter, such as the USB-C to HDMI (usually for Mac devices) or Mini-DisplayPort to HDMI (usually for Windows devices). Our AV/tech team has cabled these adapters onto the HDMI cord in the room.
2. After you connect your device, please select it from the teaching station touchscreen. Your personal device will either be "HDMI 1," "HDMI 2" or possibly "Doc Camera" depending on which HDMI cord you used to connect. "Room PC" is labeled as such.
3. After selecting the device, please select "send to projector" to begin the projection.
4. To use the microphones, you must navigate to the "volumes" tab on the touchscreen and unmute the microphone(s) you wish to use. The options are "podium microphone" and "wireless microphone." This will activate the podium mic and you may begin using it.
5. To use the wireless lapel microphone, you must also select the "unlock microphone cabinet button" outside of the volume menu, which will open a small cabinet door below the keyboard and mouse tray in the podium. Inside this small cabinet, you will find the wireless lapel microphone, which is usually placed inside of a small bag. Retrieve the lapel microphone and activate it from the manual activation switch on the transmitter. Please note that this microphone also has a physical mute button, which you should avoid pressing. Place the lapel portion of the microphone toward the center of the speaker's neck collar.
6. When the event is over, please return the wireless lapel microphone to its cabinet, close the door, then select "sign out" on the teaching station touch screen. If you use the Room PC, you do not need to turn it off.