

Presentation Stations

Sign in/Logoff

To log in, select the **Guest** account below **Other User**, and select **Sign in**

NOTE: Any files or changes made to this computer will be deleted at logoff. Please make sure you are logged in and saving your files to OneDrive.

The computer will need roughly **20 seconds** to login.

When you are done using the PC, please press `Windows Key + L` to sign out.

OneDrive

Sign in to OneDrive to access Piedmont files.

- Open **OneDrive** from the Shortcuts toolbar in the bottom right corner, next to the date & time.
 - Enter your full `@piedmont.edu` email address and select **Sign in**
 - Follow through the on-screen prompts to finish signing in.
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Where are my files?

- Open **File Explorer** and select **OneDrive** in the left column
 - Use this menu to open and manage your documents
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Projector not connecting?

- To switch between duplicated/extended screens, press `Windows Key + P`
- Ensure the **PC Screen Only** setting is **NOT** toggled
- You can also right-click the desktop and select **Display Settings**

- Here you can arrange the external displays
 - You can also **Duplicate/Extend** using this menu
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Audio Settings

- Press `Windows Key + CTRL + V` to open the **Volume Mixer**
 - Change the computer's audio output device
 - Adjust the volume for individual applications on the presentation stations
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☎ **(762) 239-8034** — Please call this number **ONLY** in case of classroom outage/emergencies

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