

Presentation Stations



PIEDMONT UNIVERSITY CLASSROOM TECHNOLOGY

— Be a Lion. Not a Number —

NEED HELP?

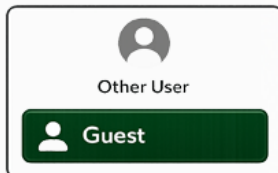
For technology support call:

762-239-8034

1 SIGN IN / LOG OFF



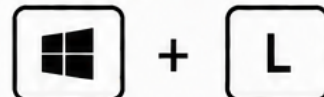
- 1** Select **Guest** below **Other User** and choose **Sign In**
 - Changes are erased at logoff
 - Save files to **OneDrive**



- 2** Allow roughly **60 seconds** for login.



- 3** When finished, Press



to lock the PC.



Locking protects your session and your data.

2 ACCESS YOUR FILES WITH ONEDRIVE

1



Open **OneDrive** from the taskbar

2



Sign in with your full **@piedmont.edu** address

3



Follow the on-screen prompts to finish signing in.

4



Open **File Explorer** → **OneDrive** to manage documents.



CLOUD BACKUP

Your files are safe and secure.



ACCESS FILES ANYWHERE

Work from any device, anywhere.

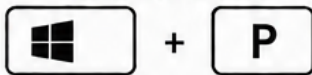


SAVE BEFORE LOGOFF

Files saved to OneDrive stay with you.

3 PROJECTOR NOT CONNECTING?

QUICK DISPLAY FIX



Use the **Windows + P** hotkey to switch display modes.

1 Duplicate – Show the same image on all screens.

1 Extend – Extend your desktop across screens.

2 Second screen only – Show on projector/ second screen only.

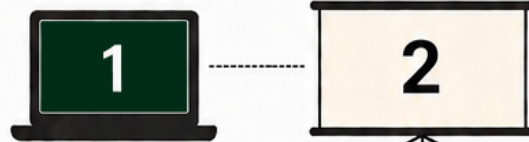
! **DO NOT** use **PC Screen Only**. Your projector will not display.



ALTERNATE METHOD

Right-click the desktop and select **Display Settings**

- Arrange external displays
- Duplicate or Extend using this menu



4 AUDIO SETTINGS



Press **Windows + Ctrl + V** to open the **Volume Mixer**.



Change the computer's audio output device (e.g., Classroom Speakers, HDMI, etc.).



Adjust the volume for the room audio destination.



Adjust volume for individual applications.



STAY CONNECTED. STAY INFORMED.

Bookmark these resources and check back often! We're here to support your success!

IT HELP DESK

✉ ITSupport@piedmont.edu

☎ 706-894-4205

🌐 ITSupport.piedmont.edu



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