Media Lectern—Rosenau 235

Gillings School of Global Public Health
AudioVisual Services, 966-6536, Rosenau 233

To Start—Turn on LCD Projector:

- Press the **On** button on the **Control Panel**, on the right-hand side of the Lectern.

To Project the Lectern Computer's Image:

- Press **Power** buttons on the **Flat Screen Monitor** & on the **Computer**;
- Press **PC** button on the **Control Panel.**

To Project a Laptop Image:

- Connect **VGA Cable** from the left side of the lectern to your **Laptop** before booting up. If needed connect the attached **Audio Cable** to your laptop's headphone out socket.
- Press **Laptop** button on the **Control Panel**.

Presenters are strongly encouraged to test their laptop with this unit in advance.

To Project and Play a DVD or Videotape:

- Insert your media into the **DVD/VCR** unit located on a shelf of the lectern;
- Press **Video** button on the **Control Panel**.

To Adjust the Volume:

- **Master Volume** and **Microphone Volume** controls are located on the **Control Panel;**

To Project Transparencies or Opaque Materials with the Document Camera:

- Open right-side drawer of lectern to access the **Document Camera**. Unfold **Document Camera** then toggle the **Power** switch on the left side of the base of the **Document Camera**. Turn on the **Document Camera**'s lights;
- Press **Doc Cam** button on the **Control Panel**;

Shut Down LCD Projector & Lectern Equipment When Finished, *Please*:

- Shut Down Computer and/or shut off **Power** on each item of equipment that was used;
- Press the **Off** button on the **Control Panel**.

Contact AV Services at 966-6536, or in Rosenau 233.