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Getting Started:

- The lectern’s **Touch Screen (Monitor)** may be blank when you first approach the lectern. If so, press the screen until you see the **Press here to begin** button appear. Then, press the button:

- Choose an option to display (**Computer, Laptop, DVD, Document Camera**) from the options listed on the Mode Select Page:

To Display on the LCD Projectors:

- Press a source button along the top of the **Touch Screen (Monitor):**

- Then, press the **Left** and/or **Right “Send to Projector”** buttons to display the source:
• Press the source image (located in the middle of the touch panel) to see it full-screen on the monitor. Press anywhere on the source image again to exit full-screen mode and return to the Controls Page.

To Adjust the Microphone or Speaker Volume:
• To adjust the microphone or speaker volume, press + or - on the volume slider located on the bottom right of the Touch Screen (Monitor). Press “MUTE” beside the microphone or speaker icon to mute the microphones and/or speakers. Press again to unmute.

To Adjust the Podium Height:
• To adjust the height of the podium, use the controls located on the front right edge of the podium.
  • Press the UP ARROW or DOWN ARROW to adjust the height.

To Shut Down the Room:
Press the “Shut Down” bottom at the top left corner of the touch panel. A system reset warning message will appear before the projectors turn off.
To Display the Computer Desktop:

- The room computer is located in the **Media Closet** (by the wall closest to the windows);
- Press the **Power** button on the computer if necessary;
- Use the **USB ports** (located below the power outlets on top of the podium) to load your slides. You can also load your slides using the USB ports on the computer.
- Press the “**Computer**” button at the top of the **Touch Screen (Monitor)**;
- Then press the **Left** and/or **Right “Send to Projector”** buttons to display the **Computer**’s image to the **Projector(s)** as shown on page 1.

![Image of Select Presentation Source]

- To adjust the PC volume, press + or - on the volume slider located below the PC image. To mute PC audio, press the “**Mute**” button (speaker icon). To unmute, press it again.

![Image of Volume Control]
To Display a Laptop:

- Connect either the HDMI or VGA Cable (located on top of the podium) to your laptop. If using VGA cable, connect the attached audio cable to the laptop’s headphone socket for audio output.
- Press the “LAPTOP” button at the top of the Touch Screen (Monitor);
- Press either the “Laptop 1 HDMI” or “Laptop 2 VGA” button (located on the left side of the touch screen) to select the type of cable that you are using for your Laptop Connection.

Laptop Connection

![Laptop Connection Diagram]

- Next, press the Left and/or Right “Send to Projector” buttons to display the laptop’s image to the Projector(s) as shown on page 1.

![Presentation Source Selection]

- To adjust the volume, press + or - on the volume slider located below the Laptop image. To mute Laptop audio, press the “Mute” button (speaker icon). To unmute, press it again.

![Volume Control]
To Play and Display a DVD:

- The DVD Player is located underneath the PC in the Media Closet by the wall closest to the windows;
- Insert the DVD into the DVD Player.
- Press the “DVD” button at the top of the Touch Screen (Monitor)
- Then press the Left and/or Right “Send to Projector” buttons to display the DVD’s image to the Projector(s) as shown on Page 1.

- Use the button controls on the Touch Screen (Monitor) to play, pause, etc.:

- To adjust the volume, press + or - on the volume slider located below the DVD image.
  To mute DVD audio, press the “Mute” button (speaker icon). To unmute, press it again.
To Display Images with the Document Camera:

- Turn on the document camera by pressing the round **Power** button. The power light will turn blue.
- Lift the center section on the right side of the unit and pull up to extend the camera arm.
- Turn on the light by pressing the button that has a bulb icon (labeled “Light”);
- Press the + and – buttons to zoom the image; Press the AF button to autofocus.
- Press the “**DOC CAM**” button at the top of the **Touch Screen (Monitor)**;
- Then press the **Left** and/or **Right “Send to Projector”** buttons to display the **Document Camera’s** image to the **Projector(s)** as shown on page 1.
To Connect to a Remote Conference:

Note: You must have your own account (Zoom, Skype, etc.) or have a pre-scheduled meeting link to use this function. The remote conferencing platform supported by the school is Zoom. For more information about Zoom or instructions for how to request a Zoom account, please visit this page: https://uncsph.zoom.us/

- Press “COMPUTER” on the Mode Select page (see page 1).
- Then press the “Lecture Capture” button at the bottom right of the Touch Screen (Monitor).

![Lecture Capture]

- The camera controls will pop up on the right side of the Touch Screen (Monitor);
- You will now see the Lecture Capture status page, which shows the selected camera shot and the Camera Preset Controls.

![Recorder Status]

- To change the camera angle, select a camera preset (1-6). To customize your camera angle, press the camera preview window to enlarge the camera view. Use the zoom buttons and direction buttons (Up, Down, Right, Left) to steer the camera. Once the camera angle is set, press the camera view once again to return to the Controls Page.
- Next, log in to your web conference application (Zoom, Skype, etc.). It should auto-detect the camera and microphone.
- Use the “PC Volume” slider to adjust volume of remote site. To mute the remote site, press the “Mute” button (speaker icon). To unmute, press it again.
Lecture Capture Recordings:

The lecture capture function can be used to record a presentation, meeting or activity along with any associated source content (Computer/Laptop/DVD/Document Camera).

*Note: All recordings are subject to FERPA Compliance: Public recordings cannot capture any student identifying data (including images, names and voices) without express written consent from the students.*

To schedule a recording, please visit this URL: [http://courses.sph.unc.edu/mediasite_request/](http://courses.sph.unc.edu/mediasite_request/)

Once you have scheduled the recording, follow these steps to access the lecture capture controls:

- First, press the “Lecture Capture” button on the bottom right corner of the Touch Screen;

- You will now see the Lecture Capture status page, which shows the Recording Status, the current Record Source, the selected camera shot and the Camera Preset Controls.

- To change the camera angle, select a preset (1-6). To customize your camera angle, press the camera preview window to enlarge the camera view. Use the zoom buttons and direction buttons (Up, Down, Right, Left) to steer the camera. Once the camera angle is set, press the camera view once again to return to the Lecture Capture status page.

Note: Please **DO NOT** use the manual record function. All recordings need to be scheduled in advance. To schedule a recording, use the following link:

[http://courses.sph.unc.edu/mediasite_request/](http://courses.sph.unc.edu/mediasite_request/)
To choose which content source (Computer/Laptop/DVD/Doc Cam) is recorded, select the desired source at the top of the touch panel and assign it to the LEFT PROJECTOR.

**Important Note #1:** The content displayed on the LEFT PROJECTOR is the only content that will be recorded.

**Important Note #2:** If you are using an Apple laptop you MUST USE the VGA laptop cable in order to display slides for your Mediasite recording. You can reserve an Apple HDMI to VGA adapter from AV Services (Rosenau Hall 233).

- Once your pre-scheduled recording begins, the “Record” button and the top of the touch panel screen will turn red to indicate that the recording has started and the Record Status will change from “Idle” to “Recording”.
- To exit the camera controls, press the “Exit” in the top right of the Recorder Controls
Helpful Tips:

- To temporarily blank the projected image, press the “Image Blank” button. The button turns blue to indicate that it is activated. To restore the projected image, press the “Image Blank” button again.

- Except for the room PC and DVD player, PLEASE DO NOT TOUCH OR POWER OFF ANY EQUIPMENT IN THE MEDIA CLOSET LOCATED BY THE WALL!

- If you need assistance, please use the AV Help Phone located on the side of the podium. You can also call the AV Services office at (919) 966-6536 or visit Rosenau Hall 233.