

### **Getting Started:**

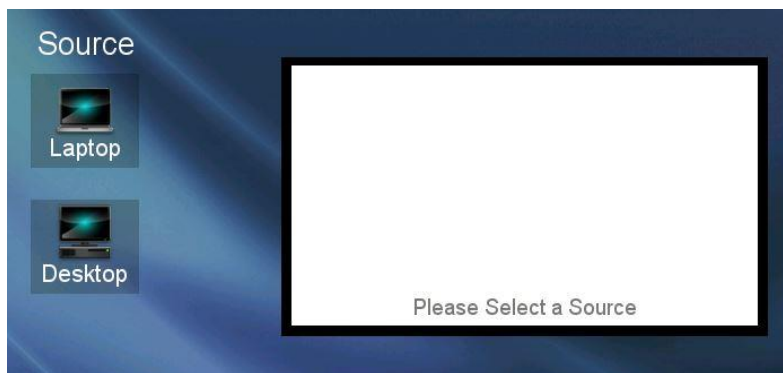
- The room's **Touch Screen Controller** (located on the table) may be blank when you enter the room. If so, press the screen until you see the main menu appear:



- Select one of the options (**Presentation, Web Conference or Video Conference**) by pressing the appropriate button on the touch screen.

### **Using Presentation Mode**

- Presentation mode activates the ceiling-mounted projector. You will need to lower the projection screen by using the screen control switch on the wall near the screen.
- Once the screen has been lowered and the projector has warmed up, press **“Laptop”** to project your own laptop or press **“Desktop”** to project the room's remote PC.
- If using **“Laptop”**, connect your laptop to the appropriate laptop connection (found in the middle of the table). There is also an outlet located there to provide power to your laptop.
- If using **“Desktop”**, use the wireless keyboard and mouse to operate the remote PC. Use the USB port (found in the middle of the table) to load your slides or files to the PC.



## Using Web Conference Mode

- Select Web Conference mode when using web conferencing applications such as Skype, Google Hangouts, Adobe Connect, GoToMeeting, etc. The camera (located below the wall monitors) and ceiling mounted microphone will provide video and audio for your web conference. Web Conference Mode activates the ceiling-mounted projector. If necessary, you will need to lower the projection screen by using the screen control switch on the wall near the screen.
- Once the screen has been raised/lowered, use the wireless keyboard and mouse to operate the room's remote computer. If you will be sharing slides or files during your web conference, use the USB port located in the center of the table to load your slides or files.
- Next, log in to your web conference by using the remote PC's web browser. The remote PC's desktop image should be displayed on the projection screen.
- You can select from four different camera presets (outlined in yellow below) if you would like to change the camera angle.



- Press the plus or minus symbol on the “**Desktop Volume**” slider to raise and lower the volume of the remote participants. Press the “**Mute Audio**” button to mute all audio coming from the remote participants. Press the icon again to unmute.



- To share content (Powerpoint slides, etc.), use the “Share Desktop” function located within your web conference application.

## Connecting to a Zoom meeting using Video Conference Mode

The remote conferencing platform supported by the school is **Zoom**. This section gives directions for connecting to a Zoom meeting in this room. If you would like to connect to a “point to point” video call with NRI in Kannapolis (or another institution), please contact AV Services prior to your class or meeting.

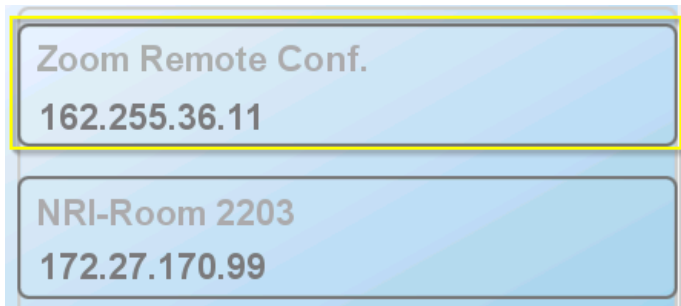
*Note: You must have an upgraded “Pro” Zoom account to connect to a Zoom meeting using these instructions. **Basic Zoom accounts** (most students have this type) **will not be able to connect** to a meeting using Video Conference Mode until you submit a request for “Special Account Features” by using this form: <http://sph.unc.edu/iis/zoom-special-feature-request/>*

Students with basic Zoom accounts can only connect to a Zoom meeting using Webconference Mode (see instructions in previous section). For general information about Zoom and instructions for how to request a SPH affiliated Zoom account, please visit this page: <https://uncsph.zoom.us/>

- Select **Video Conference mode** when connecting to a Zoom meeting. Video Conference mode activates the plasma screen monitors that are mounted to the wall. If necessary, you will need to raise the projection screen by using the screen control switch on the wall near the screen.
- Once the screen has been raised and the monitors are on, tap the directory icon (highlighted in yellow below) to bring up the video conferencing directory;



- Tap the first entry named “**Zoom Remote Conf.**” to connect to **Zoom**:



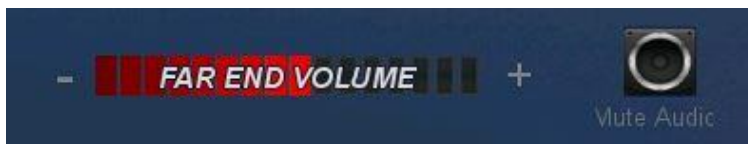
- Once you are connected to **Zoom**, you will be prompted to enter a nine digit **Meeting ID**. To bring up the keypad, tap the “**Keypad**” icon (shown in yellow below);



- Enter the nine digit number and then press the **#** (hashtag) button on the keypad to submit the **Meeting ID**;



- You should now be connected to the **Zoom** meeting. Close the keypad by pressing the “X” located to the left of the keypad.
- Press the plus or minus symbol on the “**Far End Volume**” slider to raise and lower the volume of the remote participants. Press the “**Mute Audio**” button to mute all audio coming from the remote participants. Press the icon again to unmute.



- To mute the outgoing microphones in the room, tap the “**Mute Mics**” icon. Press again to unmute.



- To change the camera angle, press the camera icon (highlighted in yellow below) to reveal four camera presets. Select the desired camera angle from the list of presets.



- If you will be sharing slides or files during your video conference, you will need to press either “Laptop” or “Desktop” to select your Content source.



If using “**Laptop**”, connect your laptop to the appropriate laptop connection (found in the middle of the table). There is also an outlet located there to provide power to your laptop.

If using “**Desktop**”, use the wireless keyboard and mouse to operate the remote PC. Use the USB port (found in the middle of the table) to load your slides or files to the PC.

Once you have selected “**Laptop**” or “**Desktop**”, press the “**Send**” button to start sharing content.

Press the “**Stop**” button to stop sharing content.

- To end your Zoom meeting or videoconference, press the “**Hang Up Video**” icon.



### **To Shut Down the Room:**

- Press the “**Power**” symbol at the upper left corner of the touch panel:



- Press “**Confirm**” to proceed with shut down.



The monitors or projector will turn off and the touch panel will return to the main menu.