

AV Control Panel – Rosenau Hall 228

For assistance, contact Audio Visual Services:
(919) 966-6536, Rosenau Hall 233



Getting Started:

- Press the **ON** button on the podium **Control Panel** to power on the ceiling mounted **LCD projector**;
- If necessary, lower the manual projection screen using the hanging cord.
- To use the wireless clip-on mic, flip the microphone's power switch **ON** and use the **Volume Control** on the podium **Control Panel** to adjust the microphone audio level.

To View the Computer Image:

- Press the "**PC**" button on the podium **Control Panel**;
- If necessary, power on the computer (PC is located on shelf below podium top);
- Use the **Wireless Keyboard** and **Mouse** to operate the PC;
- Use the **USB ports** (located on upper left side of podium) to load your documents or slides;
- If desired, use the **PowerPoint Remote** to advance your PowerPoint slides;
- Use the **Volume Control** on the podium **Control Panel** to adjust the PC audio level.

To View a Laptop Image:

- If necessary, use the power outlet (located on upper left side of podium) to power the laptop;
- Connect the podium's **HDMI Cable** (labeled **Laptop 1**) or **VGA Cable** (labeled **Laptop 2**) to the laptop;
- If using VGA cable, connect attached audio cable to headphone out socket to play laptop audio;
- On the podium **Control Panel**, press the **Laptop 1** button to display the **HDMI Cable** or press the **Laptop 2** button to display the **VGA Cable**;
- Use the **Volume Control** on the wall **Control Panel** to adjust the laptop audio level.

To View a DVD:

- Place the DVD into the DVD Player (located on shelf below podium top);
- Press the "**DVD**" button on the podium **Control Panel** to view the DVD image;
- Use the DVD remote (located on shelf below podium top) to navigate the DVD functions;
- Use the **Volume Control** on the podium **Control Panel** to adjust the DVD audio level.

To View the Document Camera:

- Open right side drawer of podium to access the **Document Camera**;
- Unfold **Document Camera** and toggle **Power** switch located on left side edge of the unit;
- Press the round "**Lights**" button to turn on the lights; Press the "**T**" or "**W**" button to zoom in and out.
- Press **Doc Cam** button on the podium **Control Panel**.

To Connect to a Remote Conference using Zoom, Skype, etc.:

- This room has a ceiling mounted camera and microphones for use with remote conferencing. The camera angle is set to a wide shot of the podium/presenter area. The microphone pick up pattern should cover the entire room and is set to a fixed level.
- Use a **web browser** to log in and initiate your web conference;
- Use the **Volume Control** on the **Control Panel** to adjust the audio level.

To Power Off the LCD Projector:

- Press the **OFF** button on the **Control Panel** to turn off the **LCD Projector**.