AV Instructions – Gillings Conference Room

For assistance, contact Audio Visual Services:
(919) 966-6536, Rosenau Hall 232

UNC GILLINGS SCHOOL OF GLOBAL PUBLIC HEALTH

To Power On the LCD Projector; Lower Screen:

- Press the **ON** button on the wall mounted **Control Panel** (located on wall by instructions);
- Lower the screen using the **Screen Control** switch (located on wall by projection screen).

To View the PC Image:

- Press the "**PC**" button on the wall **Control Panel**;
- Use the **Wireless Keyboard** and **Mouse** to operate the computer;
- Sign in to the computer using your UNC Onyen and password;
- Use the **USB ports** (located in the center of the conference table) to load your slides;
- Use the **Volume Control** on the wall **Control Panel** to adjust the audio level.

To View a Laptop Image:

- If necessary, use the power outlets in the center of the conference table to power the laptop;
- Connect the **HDMI Cable (**labeled **Laptop 1)** or **VGA Cable (**labeled **Laptop 2)** to your **Laptop**. The laptop cables are located in the center of the conference table
- If using the VGA cable, connect audio cable to headphone out socket to play laptop audio.
- On the wall **Control Panel**, press the **Laptop 2** button to display the **VGA Cable** or press the **Laptop 1** button to display the **HDMI Cable.**
- Use the **Volume Control** on the wall **Control Panel** to adjust the audio level.

To View the Wireless Display:

- Press the "**Wireless"** button on the wall **Control Panel**;
- Follow the instructions for installing and connecting the **VIA app**;
- If audio is needed, use the **Volume Control** on the wall **Control Panel** and the separate volume control within the **VIA app** to adjust the audio level;

To Conduct a Remote Conference using Zoom, Skype, etc.:

- Use a laptop or request a **Conference Cam** from AV Services. The **Conference Cam** acts as a camera, microphone and speaker for your web conference;
- Connect the **Conference Cam** to a USB port on your laptop or to a USB port in the center of the conference table (if using the room PC).
- Use the **Zoom client** (located on PC desktop) to sign in and join your Zoom meeting;
- If using a different application, use a **web browser** to initiate your remote conference;
- Use the speaker volume on the **Conference Cam** 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.**