

AV Instructions (Michael Hooker Research Center 0001)

For assistance, contact Audio Visual Services:
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Getting Started:

- If the podium **iPad controller** is in sleep mode, tap the screen to wake it. Press the “**A**” and/or “**B**” button located in the middle of the touch screen to power on the ceiling mounted **LCD projectors**. The projection screens will lower automatically;
- To use the wireless clip-on mic, open the microphone housing and flip the power switch to “**ON**”. Press the **speaker icon** at the bottom the iPad Controller to access the microphone volume controls.

To View the Computer Image:

- Press the “**Desktop**” button at the top of the podium **iPad controller**;
- If necessary, power on the computer (PC is located in the Media Closet by stage);
- Sign in using your UNC Onyen and use the **Wireless Keyboard** and **Mouse** to operate the PC;
- Use the **USB ports** (located on top of podium) to load your documents or slides;
- If desired, use the **PowerPoint Remote** to advance your PowerPoint slides;
- Use the **plus** and **minus** buttons at the bottom of the **iPad controller** to adjust the PC audio level.

To View a Laptop Image:

- If necessary, use the power outlets (located on top of podium) to power the laptop;
- Connect the **HDMI Cable** or **VGA Cable** (located on top of podium) to the laptop;
- If using the VGA cable, connect attached audio cable to headphone out socket to play laptop audio;
- On the **iPad controller**, press the “**Laptop HDMI**” button to display the **HDMI Cable** or press the “**Laptop VGA**” button to display the **VGA Cable**;
- Use the **plus** and **minus** buttons at the bottom of the **iPad controller** to adjust the Laptop audio level.

To View a DVD:

- Place the DVD into the **Bluray DVD Player** (located in the Media Closet by stage);
- Press the “**Bluray**” button on the **iPad controller** to view the DVD image;
- Use the DVD remote (located in the Media Closet by stage) to navigate the DVD functions;
- Use the **plus** and **minus** buttons at the bottom of the **iPad controller** to adjust the DVD audio level.

To View the Document Camera:

- Turn on the document camera (located on top of podium) by pressing the round **Power** button.
- Lift the center section on the right side of the unit and pull up to extend the camera arm.
- Press the “**Doc.Cam.**” button on the **iPad controller**. Light, zoom and focus are labeled on camera.

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

- This room has a ceiling mounted camera and microphones for use with remote conferencing.
- Press the “**Camera**” button on the iPad controller to steer and zoom the camera. The microphone pick-up pattern should cover the entire room and is set to a fixed level.
- Use a **web browser** or the PC’s **Zoom client** to sign in and start your remote conference;
- Use the **plus** and **minus** buttons at the bottom of the **iPad controller** to adjust the PC audio level.

To Power Off the LCD Projector:

- Press the “**Room Shutdown**” button on **iPad controller** and confirm to turn off the **LCD Projector**.