

## AV Instructions (McGavran-Greenberg 1301)

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



### Getting Started:

- If the podium **iPad controller** is in sleep mode, tap the screen to wake it. Press the “**A**” button located in the middle of the touch screen to power on the ceiling mounted **LCD projector**;
- If needed, lower the projection screen using the **Screen Control** switch (located on wall by the screen);
- 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 inside podium);
- 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 outlet (located on top of podium) to power the laptop;
- Connect the podium’s **HDMI Cable** or **VGA Cable** 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 inside podium);
- Press the “**Bluray**” button on the **iPad controller** to view the DVD image;
- Use the DVD remote (located inside podium) 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 the Desktop Computer 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 “**OFF**” button on the **Control Panel** to turn off the **LCD Projector**.