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 Blu-ray 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.