

## AV Instructions (McGavran-Greenberg 2305)

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



UNC  
GILLINGS SCHOOL OF  
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### To Power On the LCD Projector; Lower Screen:

- Press the **ON** button on the wall mounted **Control Panel** (located above the Media Rack);
- If necessary, lower the manual projection screen using the hanging cord.

### To View the Computer Image:

- Press the “**PC**” button on the wall **Control Panel**;
- If necessary, power on the computer (PC is located inside the Media Rack);
- Adjust the swiveling **Monitor** to view the computer image while presenting;
- Sign in using your UNC Onyen and use the **Wireless Keyboard** and **Mouse** to operate the PC;
- Use the **USB ports** found on top of the Media Rack to load your documents or slides;
- If desired, use the **PowerPoint Remote** to advance your PowerPoint 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 on top of the Media Rack to power the laptop;
- Connect the **HDMI Cable** (labeled **Laptop 1**) or **VGA Cable** (labeled **Laptop 2**) from the top of the Media Rack to the laptop;
- If using the VGA cable, connect the attached **Audio Cable** to the laptop’s headphone out socket to play laptop audio;
- On the wall **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’s audio level.

### To View a DVD:

- Place the DVD into the **DVD Player** (located inside the Media Rack);
- Press the “**DVD**” button on the wall **Control Panel** to view the DVD image;
- Use the DVD remote (located inside the Media Rack) to navigate the DVD functions;
- Use the **Volume Control** on the wall **Control Panel** to adjust the audio level.

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

- The classroom is equipped with a webcam and ceiling mounted microphones that can be used with remote conferencing software such as Zoom;
- If necessary, open the lens cover on the webcam that is located on top of the computer monitor.
- Use a **web browser** or the PC’s **Zoom Client** to sign in and start your remote conference;
- Use the volume knob on the **Control Panel** to adjust the PC audio level.

### To Power Off the LCD Projector:

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