

AV Guide for 2306 McGavran-Greenberg

AV Services: (919) 966-6536, Rosenau 232

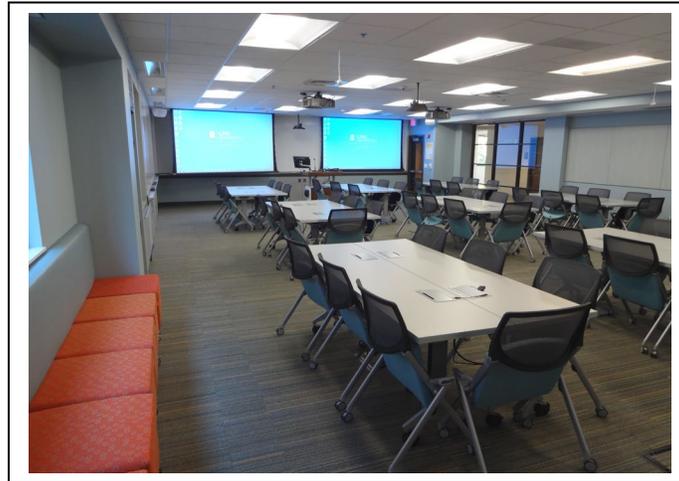


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Getting Started:

- Tap the “**Press here to begin**” image on the lectern’s **iPad Controller**;

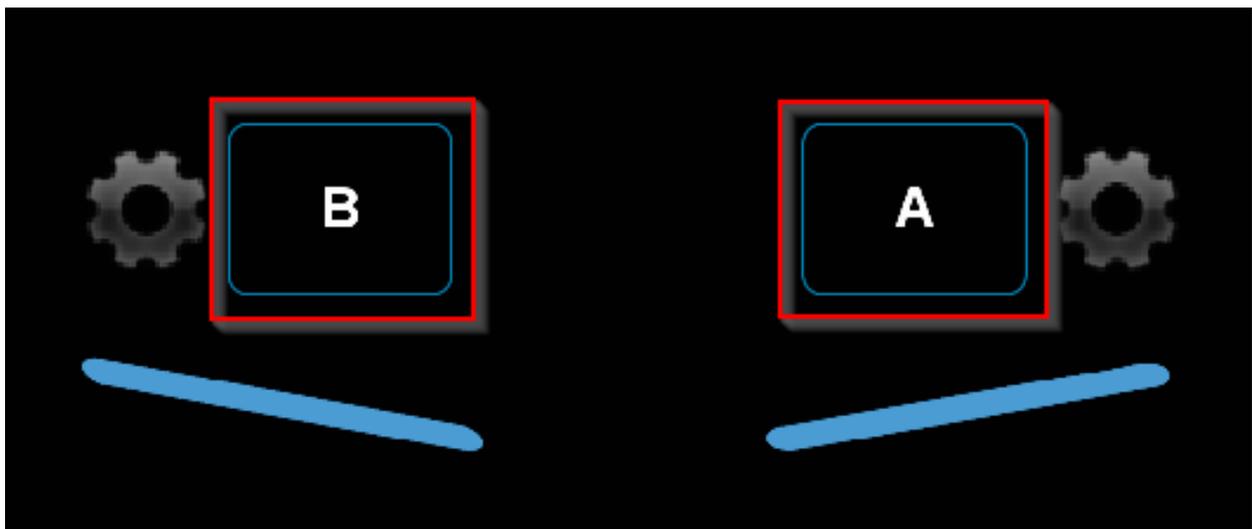


- Choose an option to display (**Desktop, Wireless Connection, Laptop, Bluray** or **Document Camera**) by tapping the desired button.



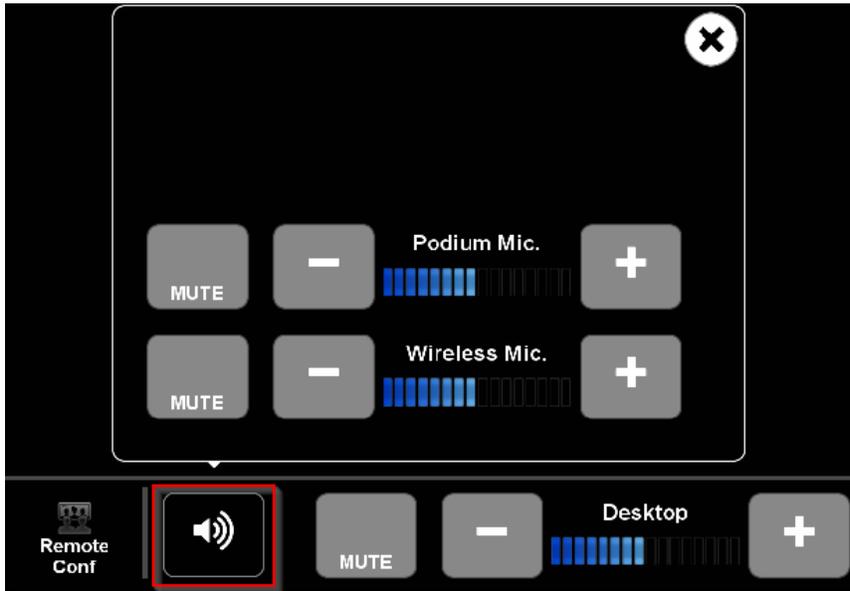
To Display on the LCD Projectors:

- Press the “**A**” and/or “**B**” buttons to display the selected source on the projectors.



To Adjust the Microphone or Speaker Volume:

- Tap the **speaker icon** at the bottom of the **iPad Controller** touch screen. Then press **+** or **-** on the volume slider to adjust the volume level for the Podium Mic or the Wireless Mic. Press the **“MUTE”** button beside the volume slider to mute the microphone. The mute button will turn blue to indicate that the mic is muted. Press the mute button again to unmute.



To Shut Down the Room:

- Press the red **“Room Shutdown”** symbol at the bottom right corner of the touch screen and confirm shutdown when prompted.

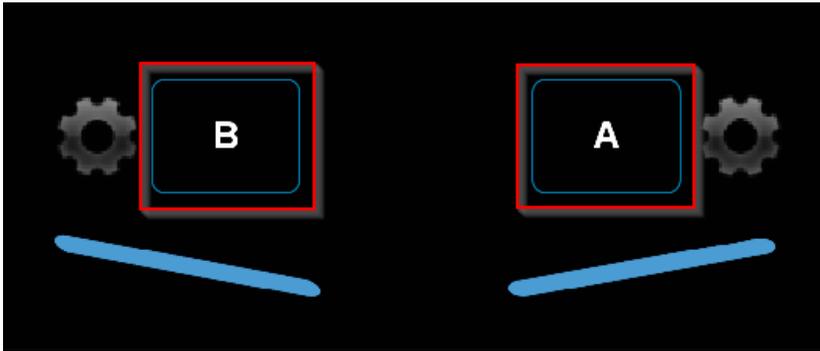


To Display the Room Computer:

- The **Computer** is located near the middle of the **Media Rack** by the wall;
- Press the **Power** button on the **Computer** if necessary;
- If needed, use the **USB ports** (located below the power outlets on the podium) to load your files.
- Press the “**Desktop**” button at the top of the **iPad Controller** touch screen;



- Then press the “**A**” and/or “**B**” buttons to send the **Desktop** image to the **Projectors**;



- To adjust the PC volume, press **+** or **-** on the Desktop volume slider located at the bottom of the touchscreen. To mute PC audio, press the “**MUTE**” button. Tap the mute button again to unmute.



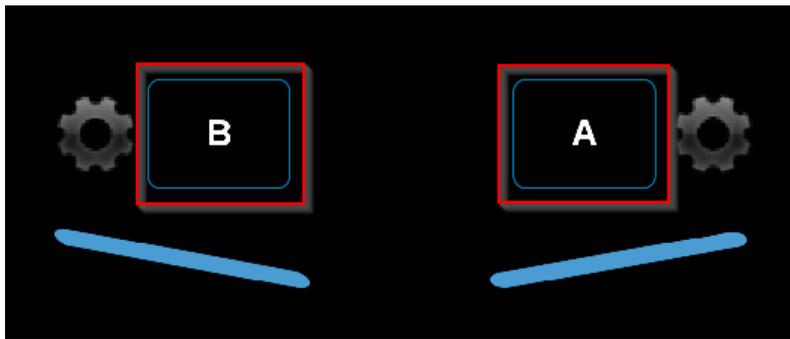
- To use the **PowerPoint remote** with the room PC, turn on the remote by toggling the **On/Off** switch (found on the upper left edge of remote). Use the forward and back arrows to navigate the presentation.

To Display a Laptop:

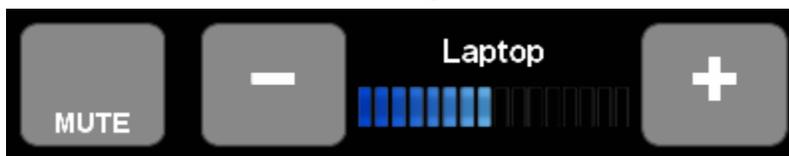
- Connect either the **HDMI** or **VGA Cable** (located on top of the podium) to your **Laptop**. The system will auto-detect which cable you are connecting with. If needed, connect the attached **VGA Audio Cable** to your laptop's headphone out socket.
- Press the “**Laptop**” button at the top of the **iPad Controller** touch screen;



- Next, press the “**A**” and/or “**B**” buttons to display the laptop's image on the **Projectors**;



- To adjust the Laptop volume, press **+** or **-** on the Laptop volume slider located at the bottom of the touch screen. To mute PC audio, press the “**MUTE**” button. Tap the mute button again to unmute.

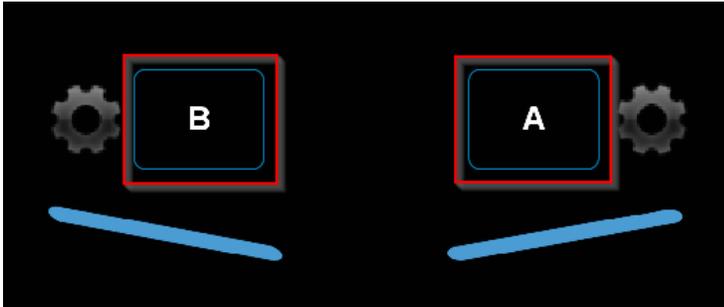


To Play and Display a DVD:

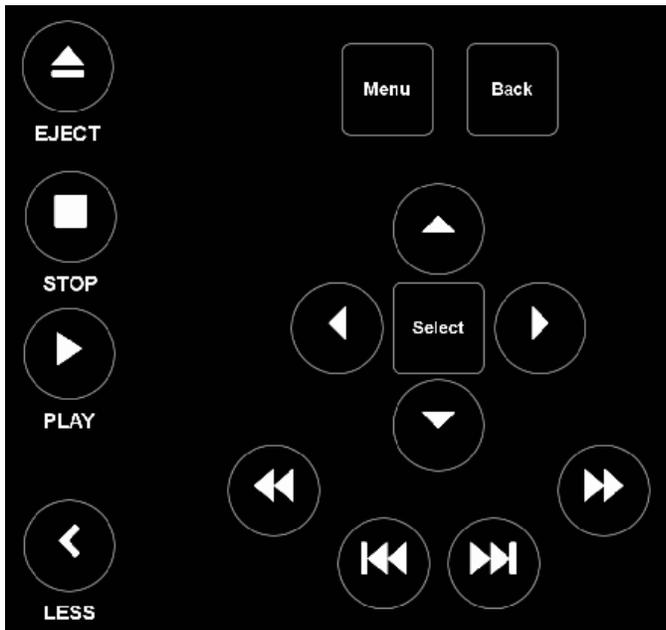
- Insert the DVD into the **Bluray DVD Player** located in the middle of the **Media Rack** by the wall (directly under the PC).
- Press the “**Bluray**” button at the top of the **iPad Controller** touch screen;



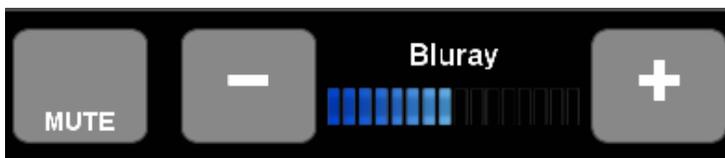
- Then press the “**A**” and/or “**B**” buttons to send the Bluray image to the **Projectors**.



- Use the button controls on the **Touch Screen** to play, pause, etc.

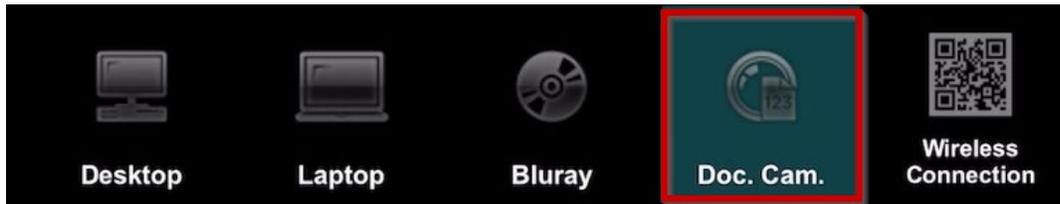


- To adjust the Bluray volume, press **+** or **-** on the volume slider located at the bottom of the touch screen. To mute audio, press the “**MUTE**” button. Tap the mute button again to unmute.

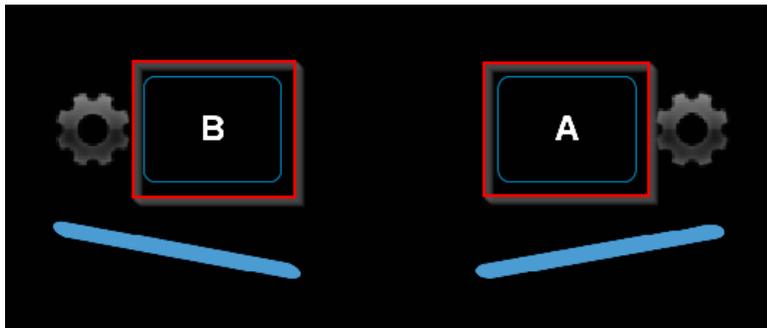


To Display Images with the Document Camera:

- Turn on the document camera by pressing the round **Power** button. The power light will turn blue.
- Lift the center section on the right side of the unit and pull up to extend the camera arm.
- Turn on the light by pressing the button that has a bulb icon (labeled “Light”);
- Press the **+** and **-** buttons to zoom the image; Press the **AF** button to autofocus.
- Press the “**DOC. CAM**” button at the top of the **iPad Controller** touch screen;



- Then press the “**A**” and/or “**B**” buttons to send the document camera’s image to the **Projectors**.



Document Camera (closed position)



Document Camera (open position)

To Display the Wireless Connection:

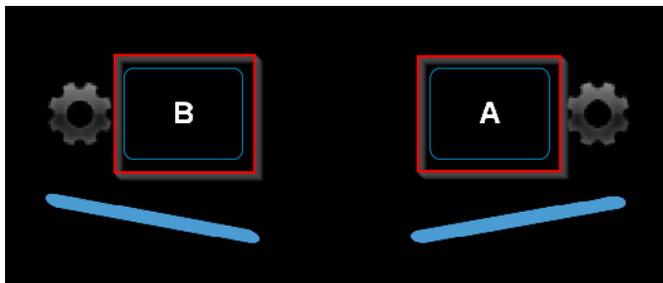
- Press the “**Wireless Connection**” button at the top of the **iPad Controller** touch screen;



- After a couple of seconds, you should see the wireless display screen appear on the **Monitor**:



- Follow the Gillings Wireless Display instructions to connect your device using the **VIA app**. Once you are connected and select “**Present**”, your device’s image will appear in place of the instructions. (For more detailed instructions of the connection process, please see the “**How to Use the Wireless Connection**” section on page 9).
- Next, press the “**A**” and/or “**B**” buttons to send the **Wireless Connection** image to the **Projector(s)**;



- To adjust the Wireless volume, press **+** or **-** on the Wireless volume slider located at the bottom of the touchscreen. To mute Wireless audio, press the “**MUTE**” button. Tap the mute button again to unmute.



How to Use the Wireless Connection:

In order to use the “Wireless” connection, your device must be connected to one of the following UNC wireless or WiFi networks: **UNC-PSK, Eduroam** or **UNC Guest**.

For Android based phones or Tablets:

- Search the Play store for “VIA APP” and install.
- Once installed; Open the VIA App and enter the IP address of the wireless unit you wish to connect to;
Note: The IP address is called the ‘Room Name’ on the Wireless Collaboration screen.
- Enter a ‘Nickname’ for yourself;
- When prompted enter the 4 digit 'code';
- Tap "Present" on the VIA ribbon to display your device. Tap again to stop or pause.

For iOS based phones or Tablets:

- Search the Apple App store for “VIA Reveal” and install.
- Once installed; Open the VIA Reveal and follow the on-screen instructions to connect using AirPlay.
- Enter the IP address (or Room Name), of the wireless unit you wish to connect to;
Note: The IP address is called the ‘Room Name’ on the Wireless Collaboration screen.
- Enter a ‘Nickname’ for yourself;
- When prompted enter the 4 digit 'code';
- Tap "Present" on the VIA ribbon to display your device. Tap again to stop or pause.

For Laptops (PC/ Mac):

- Open a browser and enter the IP address of the wireless unit you wish to connect to.
Note: The IP address is called the ‘Room Name’ on the Wireless Collaboration screen.
- When prompted, Download and install the VIA software.
- Once installed; Open the VIA software and enter a 'Nickname' for yourself.
- When prompted enter the 4 digit 'code'
- Tap "Present" on the VIA ribbon to display your device. Tap again to stop or pause.

How to use PowerPoint Presenter View with VIA:

- After the VIA app had been installed and you are connected to the room, look for the drop-down menu to the right of the VIA “Present” button. It should say “Display 1”.
- Use to drop-down menu to select “Display 2”.
- If this is your first time using a secondary display with VIA, you will be prompted to download and install the VIA Display Driver.
- Follow the driver installation instructions and restart your laptop when finished.
- Once you have re-started the laptop and re-connected to the room using the VIA app, you should be able to select “Display 2” from the display drop-down menu.
- With “Display 2” selected, you should now be able to display your slides while also seeing your notes using Presenter View.

Important Note: *At this time, Apple laptops are not capable of displaying “Presenter View” when using PowerPoint with the wireless connection.*

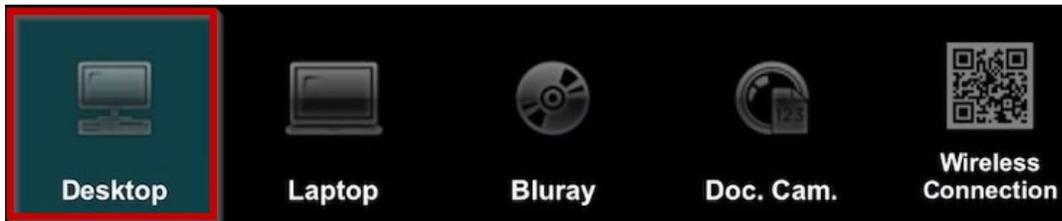
To Connect to a Zoom Meeting:

If you are using a software-based web conferencing platform (Skype, Google Hangouts, Adobe Connect, GoToMeeting, etc.) please contact AV Services **prior to your meeting or event** for assistance. You must have your own account or have a pre-scheduled meeting link to use these web conferencing platforms.

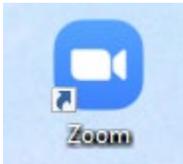
The remote conferencing platform supported by the school is **Zoom**. This section gives directions for connecting to a Zoom meeting in this room. For general information about Zoom, please visit this page:

<https://sph.unc.edu/iis/zoom/>

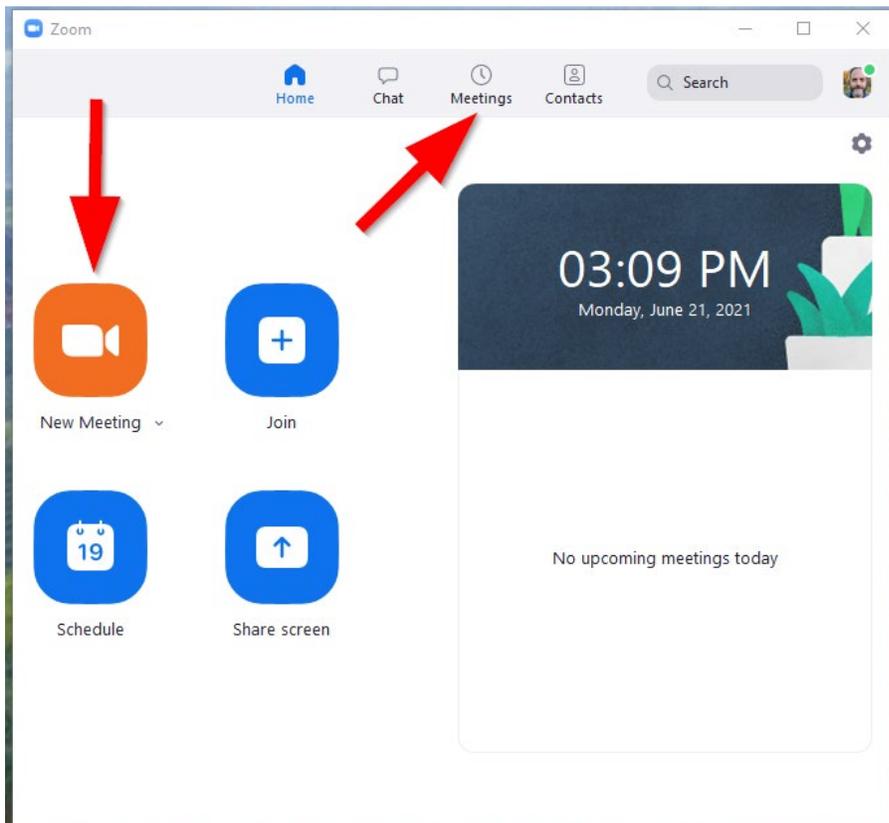
- To connect to a Zoom meeting, tap the “**Desktop**” button on the lectern’s **iPad Controller**. Sign in on the Desktop computer using your Onyen and password.



- Click the **Zoom icon** on the computer desktop and sign in to Zoom using your Onyen and password.



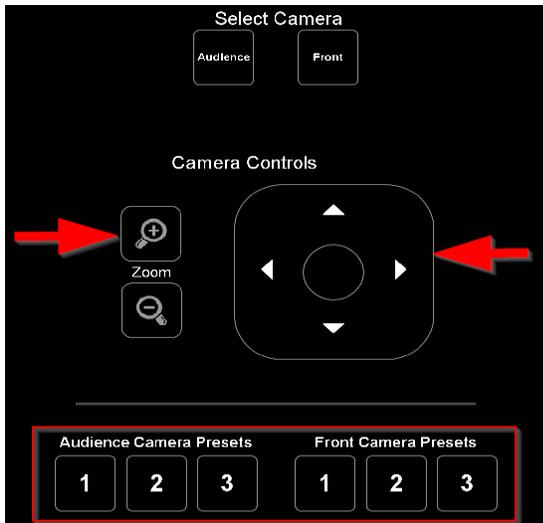
- Once you are signed in to Zoom, click the “**Meetings**” tab in the Zoom window to select and start your Zoom meeting. Or use the “**New Meeting**” option if you do not have a pre-scheduled meeting.



- To see the current camera angle, tap the **“Camera”** button (located on the bottom right of the touchscreen) to bring up the **Camera Controls** window.



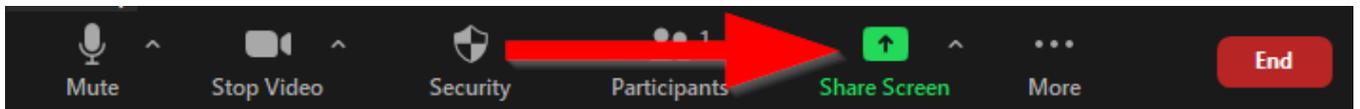
- Press **1, 2** or **3** on the **Audience Camera** or **Front Camera Presets** to select the camera preset that is best for your remote conference. If you would prefer to customize the camera angle, use the arrows and zoom controls to steer and zoom the camera;



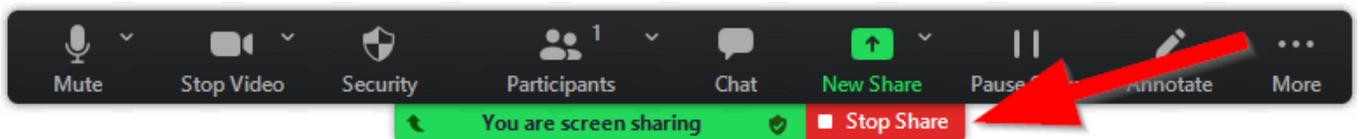
- Tap **+** and **-** on the **Desktop** volume slider to adjust the in-room volume of your remote participants.



- To share content with your remote participants, press the green **“Share Screen”** button at the bottom of the Zoom window;

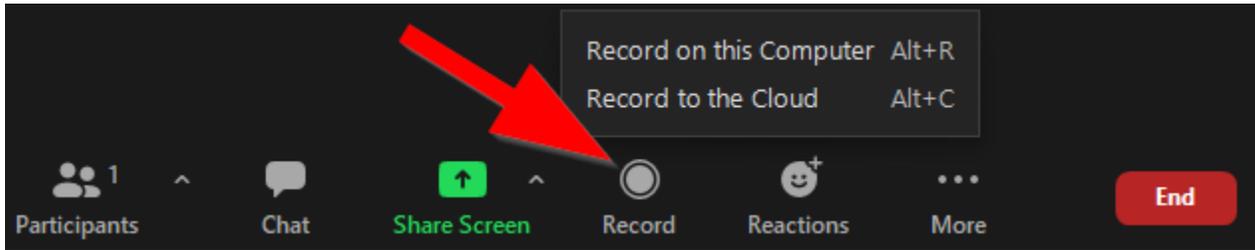


To stop sharing content, tap the red **“Stop Share”** button located at the top of the Zoom window;



To Record a Zoom Meeting:

- To record your Zoom meeting, click the “**Record**” button at the bottom of the Zoom window;



You will see options for “**Record on this Computer**” and “**Record to the Cloud**”.

We strongly recommend using the “Record to the Cloud” option. Recording to the cloud will send the recorded files to your Zoom account cloud AND to Panopto. Panopto is the university’s centrally supported video storage and management system. You can edit and share recordings from Panopto. For more information about Panopto, please visit: <https://panopto.unc.edu/>

Note: Zoom recordings that are sent to the cloud will be deleted after 30 days. You have the option to download the recording from the cloud until the 30 day window has expired.

All recordings are subject to FERPA Compliance: Public recordings cannot capture any student identifying data (including images, names and voices) without express written consent from the students

- To stop (or pause) recording, press the square **Stop** (or **Pause**) icon at the top of the Zoom window;



Helpful Tips:

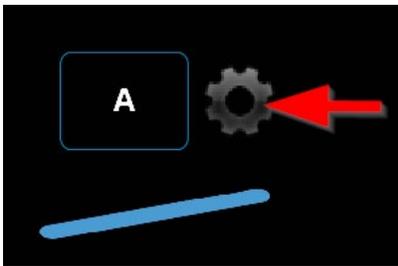
To Adjust the Podium Height:

- To adjust the height of the podium, use the up and down arrows on the front of the podium.

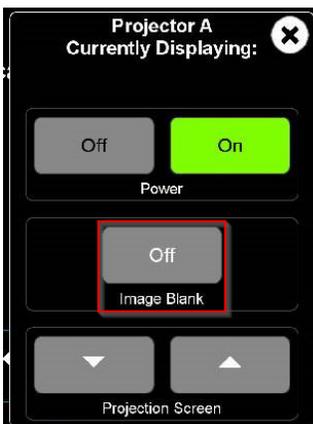


To Blank the Projector Image:

- To temporarily blank the projected image, press the **Settings** button (wheel shaped icon) beside the projector name.



- Next, press the “**Image Blank**” button. The button becomes highlighted in blue to indicate that it is activated. To restore the projected image, press the “**Image Blank**” button again.



- PLEASE DO NOT TOUCH OR POWER OFF ANY EQUIPMENT ON THE EQUIPMENT RACK LOCATED BY THE WALL!
- If you need assistance, please use the AV Help Phone (found on the side of the podium) to call the AV Services office. You can also reach the AV office at (919) 966-6536 or visit Rosenau Hall 232.