

AV Instructions (McGavran-Greenberg 1304)

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 center of the 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 on the **iPad controller** to display the PC image on the projector.
- If necessary, power on the computer (PC is located inside the 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** to the laptop.
- Press the “**Laptop**” button on the podium **iPad controller** to display the laptop image.
- 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 podium **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 Image:

- Open right-side drawer of podium to access the **Document Camera**.
- Unfold **Document Camera** and toggle the **Power** switch located on left side edge of the unit.
- Press the “**Doc. Cam.**” button on the **iPad controller** to display the document camera image.
- Press the round “**Lights**” button to turn on the lights; Press the “**T**” or “**W**” button to zoom in and out.

To Connect to a Zoom meeting:

- Click the **Zoom icon** on the PC desktop and sign in to Zoom using your UNC Onyen and password.
- After signing in, click the “**Meetings**” tab in the Zoom client to select and start your Zoom meeting.
- Press the “**Camera**” button on the **iPad controller** to steer and zoom the camera.
- Tap the speaker icon on the **iPad controller** to adjust levels for the clip-on microphone and the podium microphone. The ceiling-mounted microphones are set to a fixed level.
- 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 the **iPad controller** and confirm to turn off the **LCD Projector**.