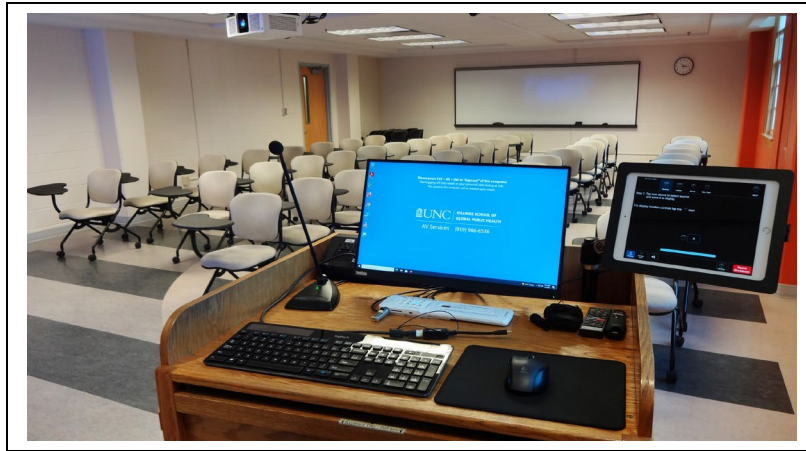


# AV Guide for Gillings Advanced Classrooms

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



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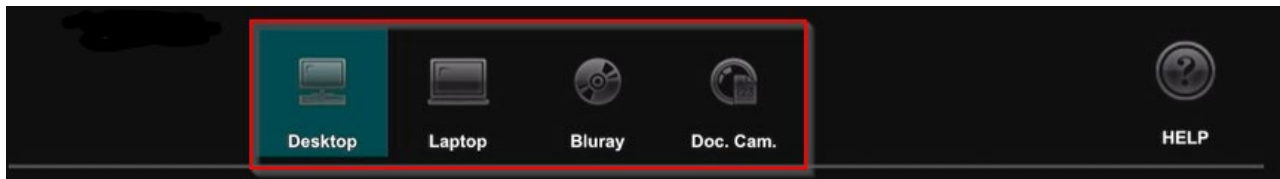
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## Getting Started:

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

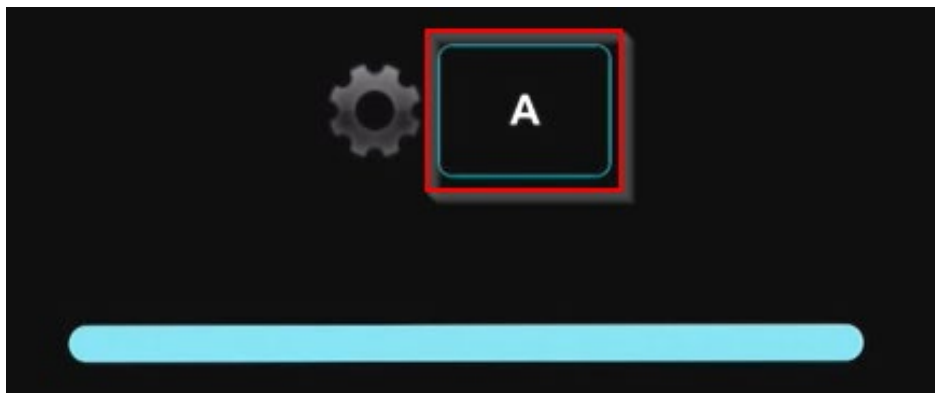


- Choose an option to display (**Desktop, Laptop, Bluray** or **Document Camera**) by tapping the desired button.



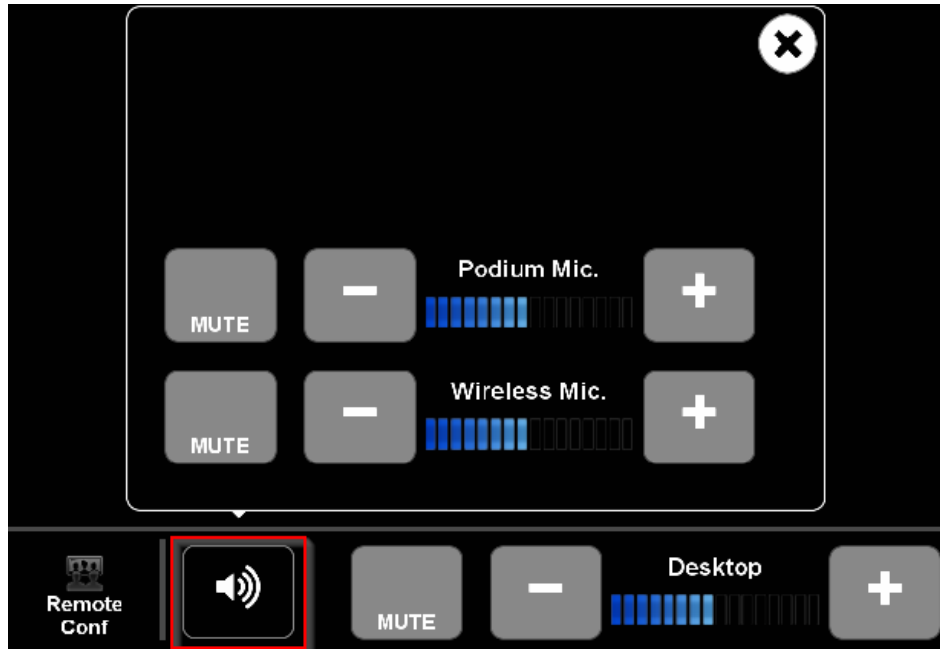
## To Display on the LCD Projectors:

- If necessary, lower the projection screen using the switch located on the wall. (Note: In some rooms the projection screen will lower automatically).
- Press the “**A**” button to display the selected source on the projector.



## 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.



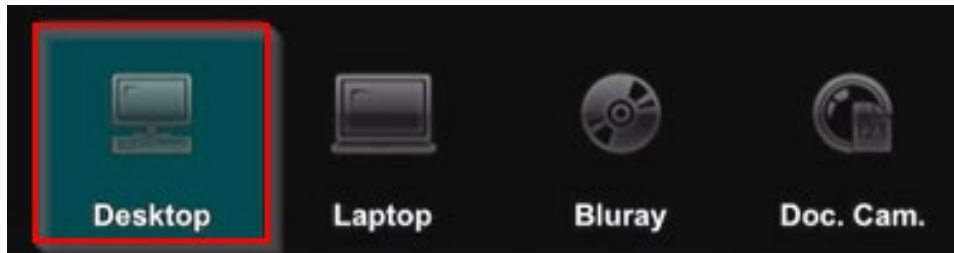
## To Shut Down the Room:

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

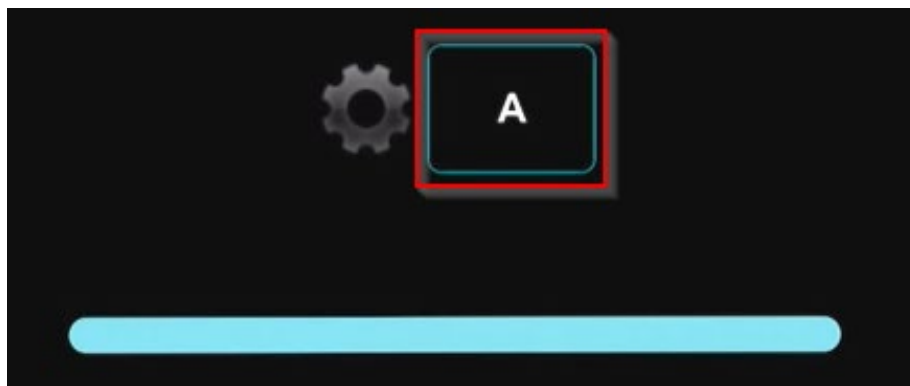


## To Display the Room Computer:

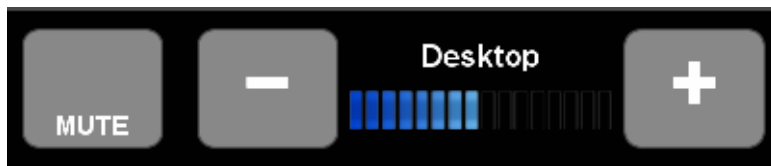
- Press the “**Desktop**” button at the top of the **iPad Controller** touch screen;



- Then press the “**A**” button to send the **Desktop** image to the **Projector**;



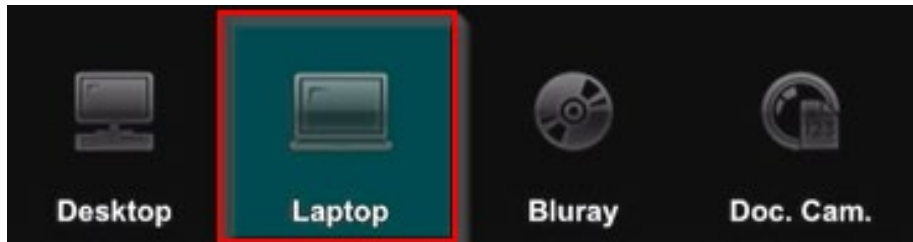
- To adjust the PC volume, press **+** or **-** on the Desktop volume slider located at the bottom of the touchscreen. To mute PC audio, press the “**MUTE**” button. Tap the mute button again to unmute.



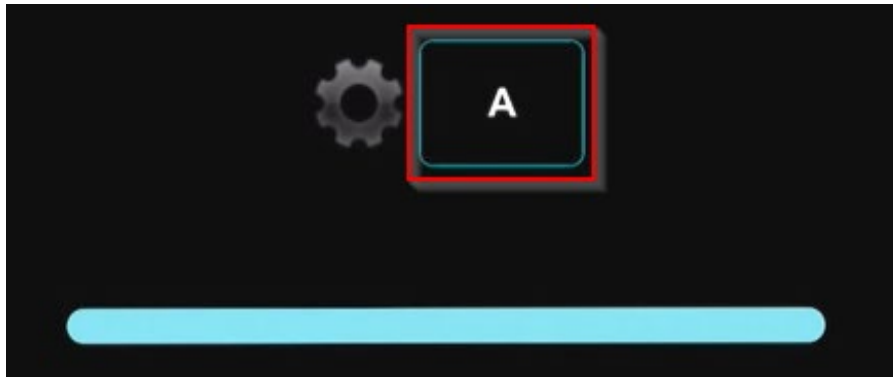
- If needed, use the **USB port** (located on the top left side of the podium) to load your files.
- To use the **PowerPoint remote** with the room PC, turn on the remote by toggling the **On/Off** switch (found on the upper left edge of remote). Use the forward and back arrows to navigate the presentation.

## To Display a Laptop:

- Connect the **HDMI** cable (located on top of the podium) to your **Laptop**;
- Press the “**Laptop**” button at the top of the **iPad Controller** touch screen;



- Next, press the “**A**” button to display the laptop’s image on the **Projector**;

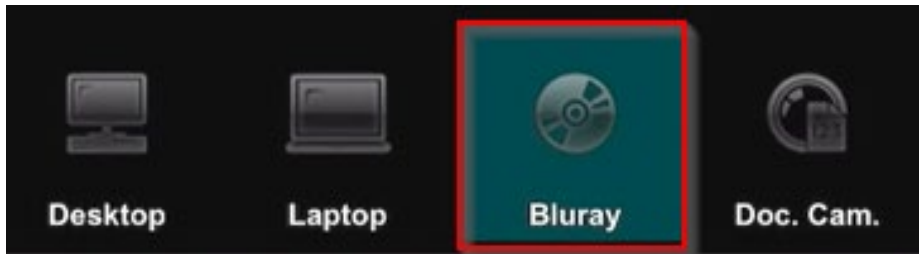


- To adjust the Laptop volume, press **+** or **-** on the Laptop volume slider located at the bottom of the touch screen. To mute Laptop audio, press the “**MUTE**” button. Tap the mute button again to unmute.

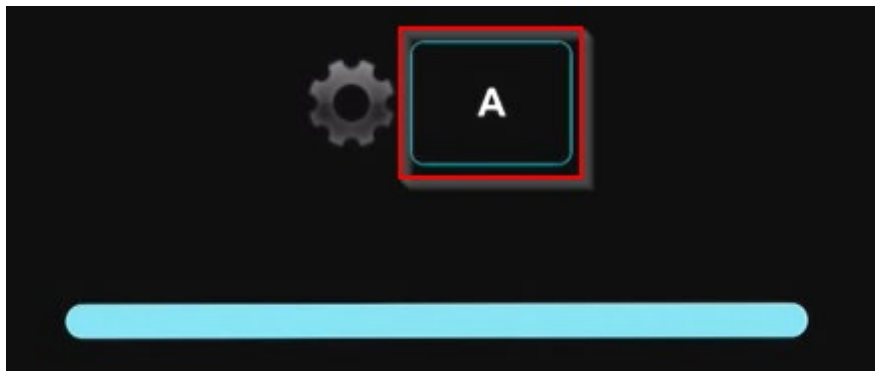


## To Play and Display a DVD:

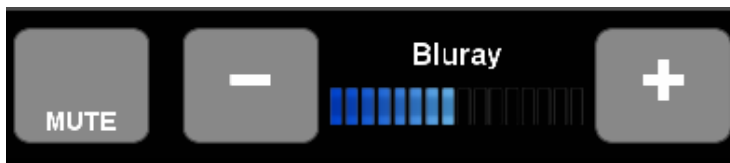
- Insert the DVD into the **Bluray DVD Player** (located on shelf under podium top);
- Press the “**Bluray**” button at the top of the **iPad Controller** touch screen;



- Then press the “**A**” button to send the Bluray image to the **Projector**;



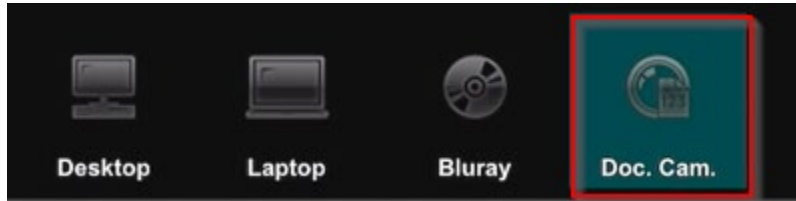
- To adjust the Bluray volume, press **+** or **-** on the volume slider located at the bottom of the touch screen. To mute audio, press the “**MUTE**” button. Tap the mute button again to unmute.



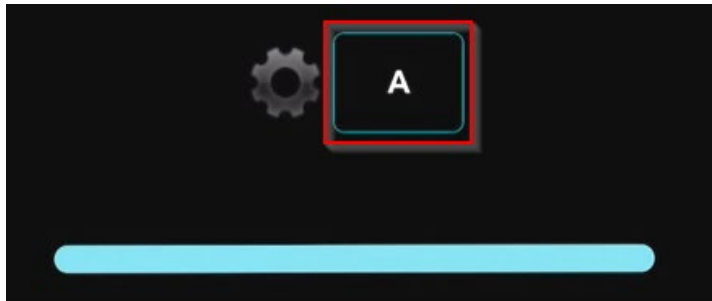
- Use the DVD remote to navigate the playback controls and DVD menu.

## To Display or Share Images with the Document Camera:

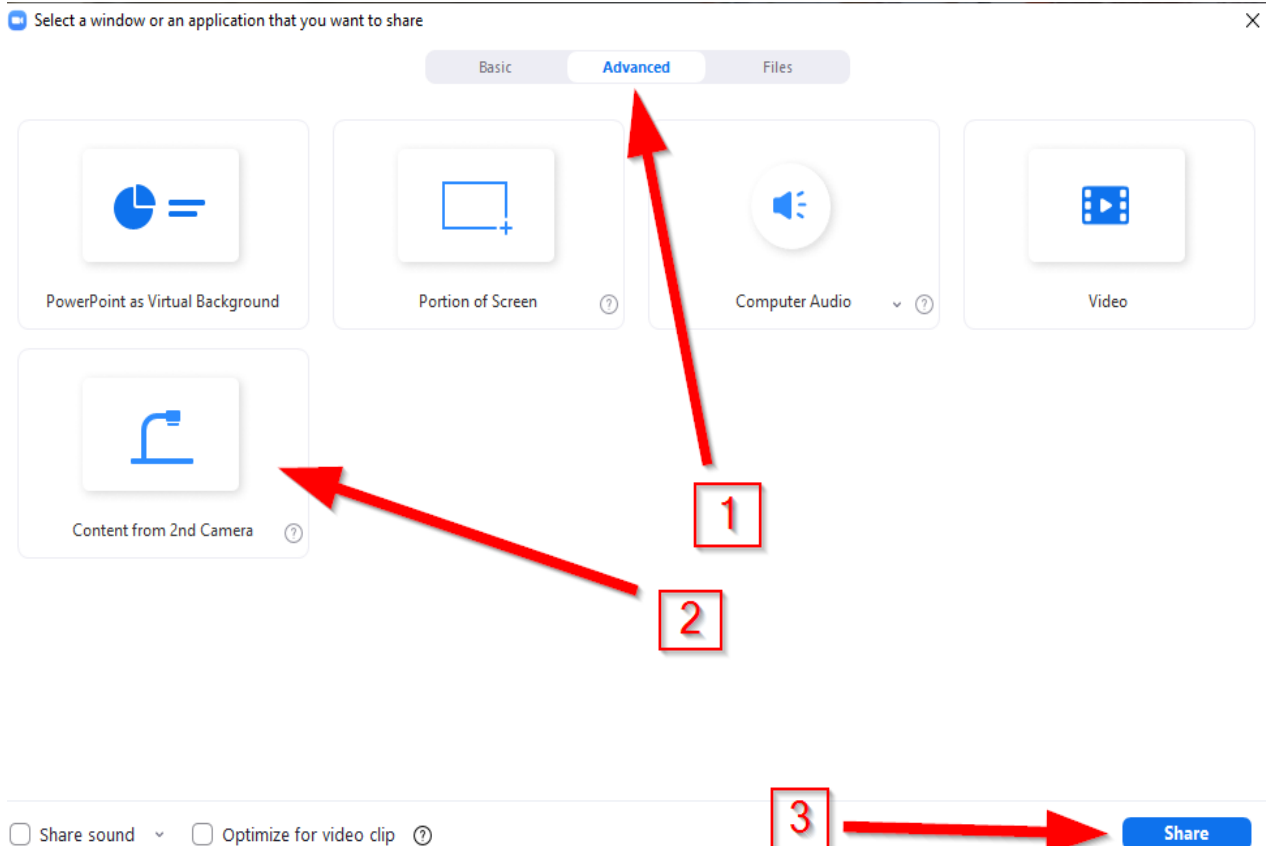
- Turn on the document camera by pressing the round **Power** button.
- Lift up and extend the unit's camera arm.
- Turn on the light by pressing the button that has a bulb/lamp icon;
- Press the **+** and **-** buttons to zoom the image; Press the **AF** button to autofocus.
- Press the "**DOC. CAM**" button at the top of the **iPad Controller** touch screen;



- Then press the "**A**" button to send the document camera's image to the **Projector**.



- **Note:** To share the document camera's image in a Zoom meeting, select "**Share Screen**" in the Zoom interface. In the pop-up window, click the "**Advanced**" tab and select "**Content from 2<sup>nd</sup> Camera**". Next, click the blue "**Share**" button to display the image to Zoom.

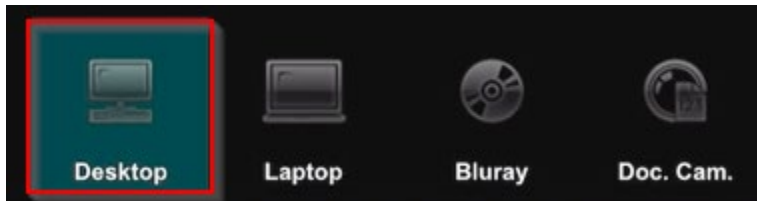


## To Connect to a Zoom Meeting:

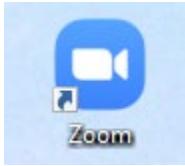
If you are using a software-based web conferencing platform (Skype, Google Hangouts, Adobe Connect, GoToMeeting, etc.) please contact AV Services **prior to your meeting or event** for assistance. You must have your own account or have a pre-scheduled meeting link to use these web conferencing platforms.

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/>

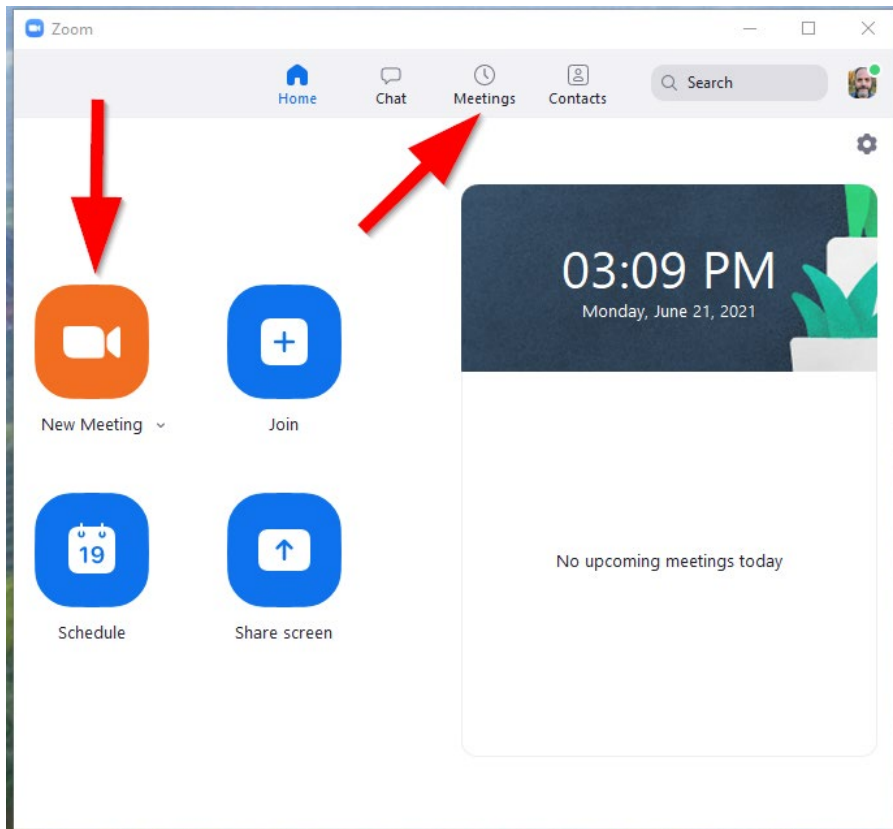
- To connect to a Zoom meeting, tap the “**Desktop**” button on the lectern’s **iPad Controller**. Sign in on the Desktop computer using your Onyen and password.



- 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.



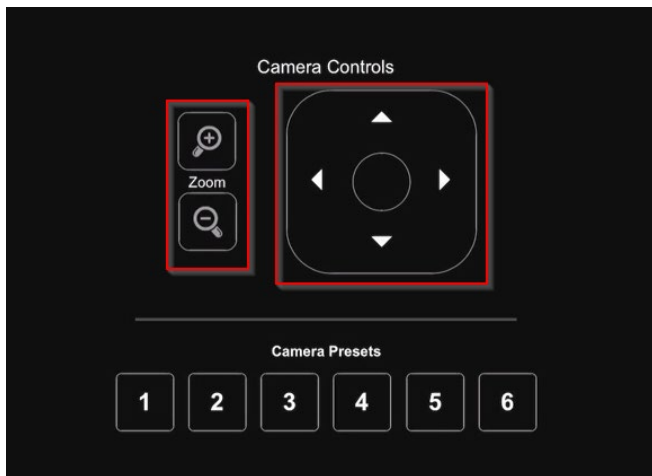


- To adjust the “**Instructor Camera**” angle, tap the “**Camera**” button (located on the bottom right of the touch screen) to bring up the **Camera Controls** window.

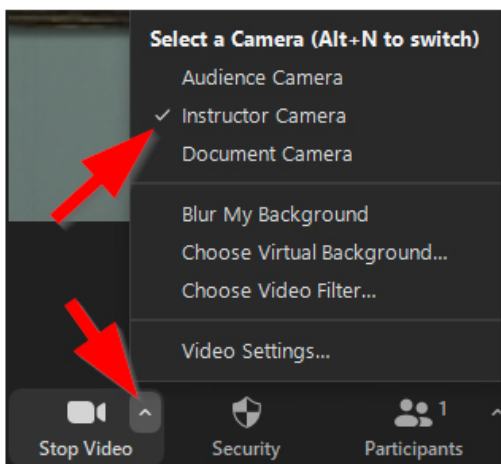


*Note:* The **Camera Controls** only adjust the **Instructor Camera**. The “**Audience Camera**” is set to a wide shot of the room and is not adjustable.

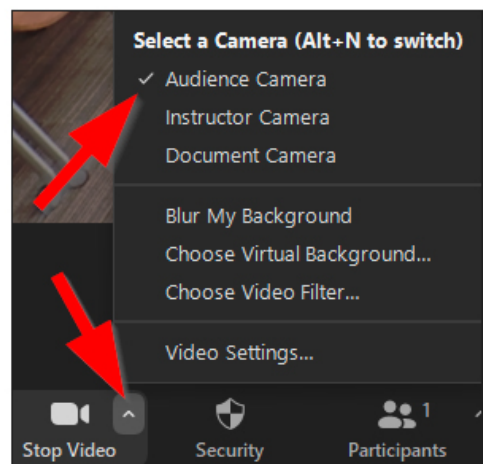
- Select the camera preset that is best for your remote conference. If you would prefer to customize the camera angle, use the arrows and **+/-** buttons to steer and zoom the **Instructor Camera**;



**Important Note:** The first time you log in to the classroom PC, you may see the classroom’s Audience Camera or Document Camera displayed in Zoom. To switch to the Instructor Camera, click the up arrow located beside the **Video** icon in the Zoom window and select “**Instructor Camera**” from the camera options as shown below. To view the Audience Camera, select “**Audience Camera**” from the camera options. The Audience Camera is set to a wide shot of the room and is not adjustable.



To view Instructor camera, click the up arrow beside Video icon and select “**Instructor Camera**”.

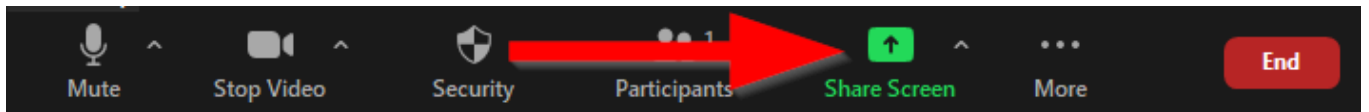


To view Audience camera, click the up arrow beside Video icon and select “**Audience Camera**”.

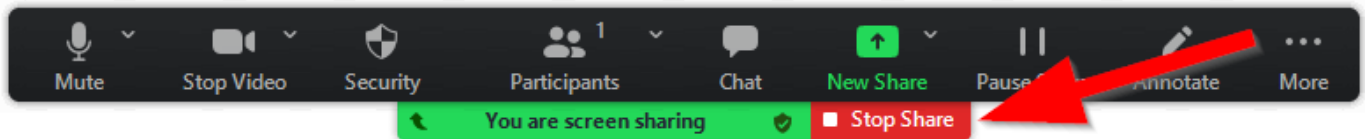
- Tap + and - on the **Desktop** volume slider to adjust the in-room volume of your remote participants.



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

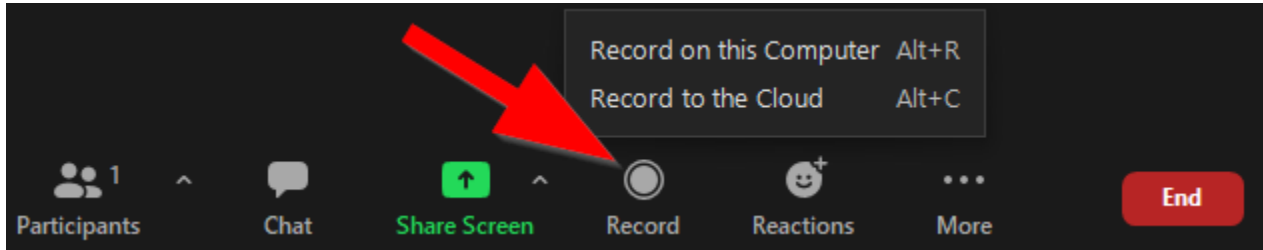


To stop sharing content, tap the red “**Stop Share**” button located at the top of the Zoom window;



## To Record a Zoom Meeting:

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



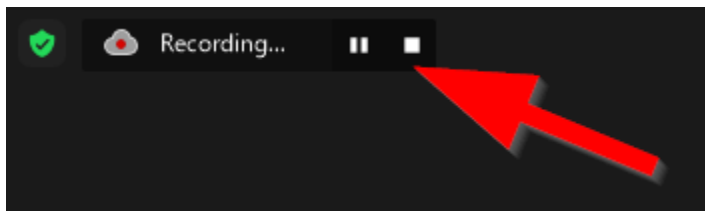
You will see options for “**Record on this Computer**” and “**Record to the Cloud**”.

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*

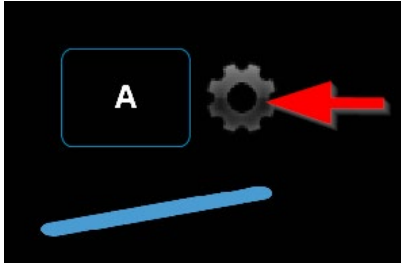
- To stop (or pause) recording, press the square **Stop** (or **Pause**) icon at the top of the Zoom window;



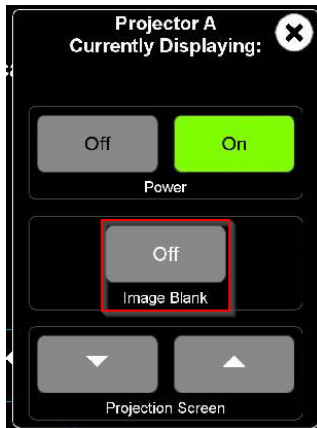
## Helpful Tips:

### To 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.



- **Assistive Listening Devices** are available for this room. Please contact AV Services if you would like to request these devices for your class or event.



- If you need assistance, please use the classroom’s AV Help Phone to call the AV Services office. You can also reach the AV office at (919) 966-6536 or visit Rosenau Hall 232.