

Gillings Basic Classroom AV Instructions

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



UNC
GILLINGS SCHOOL OF
GLOBAL PUBLIC HEALTH

To Power On the LCD Projector; Lower Screen:

- Press the **ON** button on the wall-mounted **Control Panel** (located near 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** to display the PC image on the projector.
- 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** knob 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 Media Rack’s **HDMI cable** to the laptop.
- Press the “**Laptop**” button on the wall **Control Panel** to display the laptop image.
- Use the **Volume Control** knob 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** knob on the wall **Control Panel** to adjust the audio level.

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.
- Click the “**Meetings**” tab in the Zoom client to select and start your Zoom meeting.
- If necessary, open the lens cover on the webcam (located on top of the computer monitor).
Note: The ceiling-mounted microphone is set to a fixed level and is not adjustable.
- Use the volume knob on the **Control Panel** to adjust the PC audio level.
- Swivel the computer monitor arm to show students on camera during the Zoom meeting.

To Power Off the LCD Projector:

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