

AV Guide for Joan Heckler Gillings Auditorium

AV Services (919) 966-6536

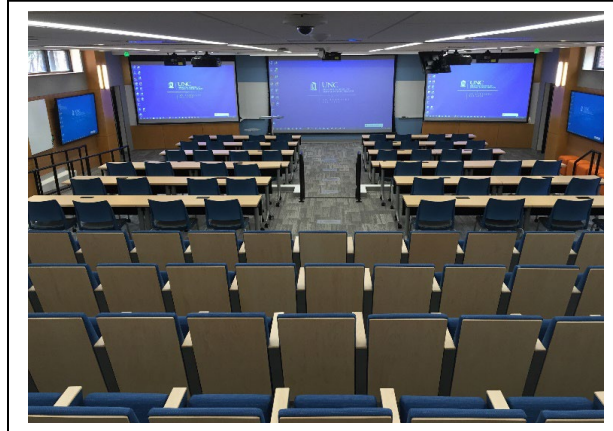
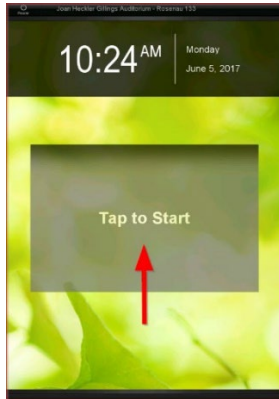


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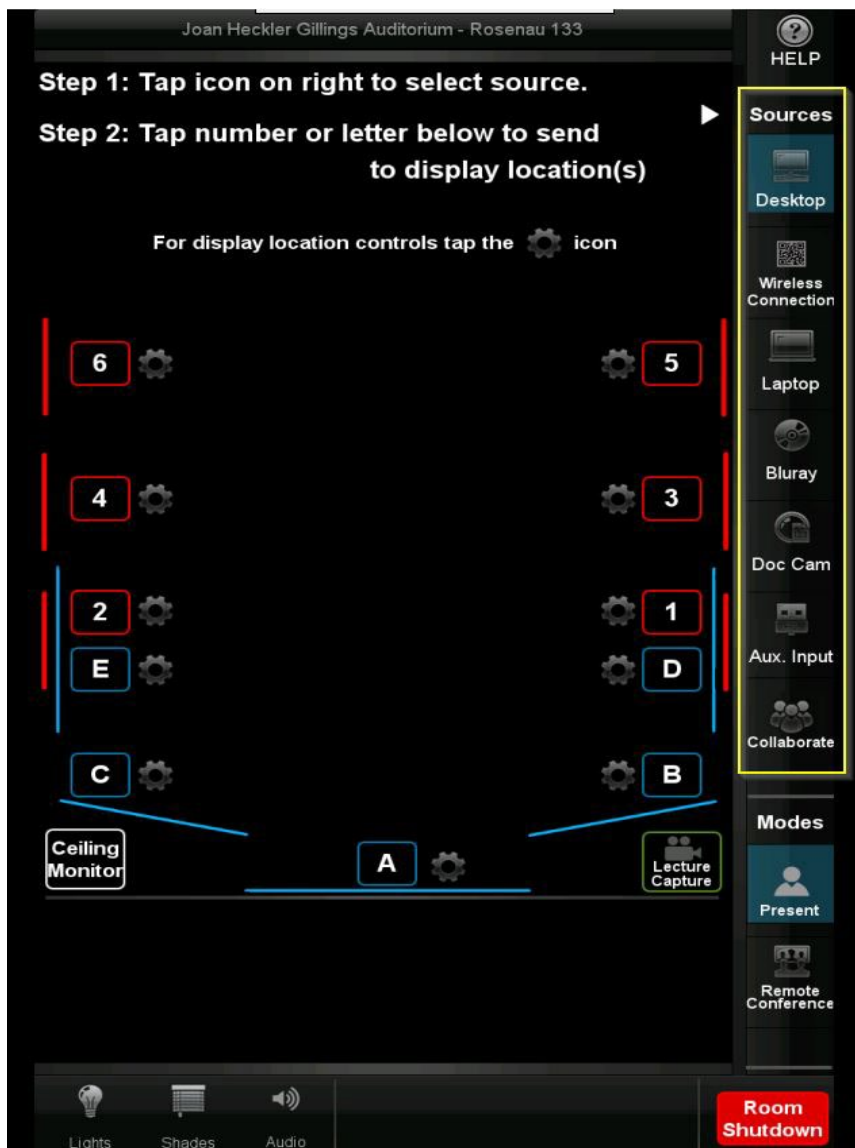
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Getting Started:

- Press the **Control Panel** screen where it says “**Tap to Start**” to access the menu for “**Present Mode**”;



- Tap a **Source** icon to select it as the source to display. The source icons (**Desktop, Wireless Connection, Laptop, Bluray, Doc Cam, etc.**) are outlined in yellow on the right side below.



To Display on the LCD Projectors / Wall Monitors:

- Tap a number or letter (outlined in yellow below) to send the selected source to the desired **LCD projector** or **Wall Monitor**. Each letter corresponds to an **LCD Projector** location. Each number corresponds to a **Wall Monitor** location.

Joan Heckler Gillings Auditorium - Rosenau 133

Step 1: Tap icon on right to select source.

Step 2: Tap number or letter below to send Desktop to display location(s)

For display location controls tap the icon

Sources

- Desktop
- Wireless Connection
- Laptop
- Bluray
- Doc Cam
- Aux. Input
- Collaborate
- Modes
- Present
- Remote Conference

Display Location Controls:

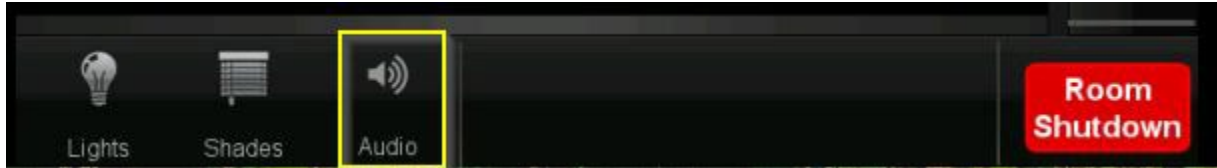
- Left Column: 6, 4, 2, E, C
- Right Column: 5, 3, 1, D, B
- Bottom: Ceiling Monitor, A, Lecture Capture

Room Shutdown

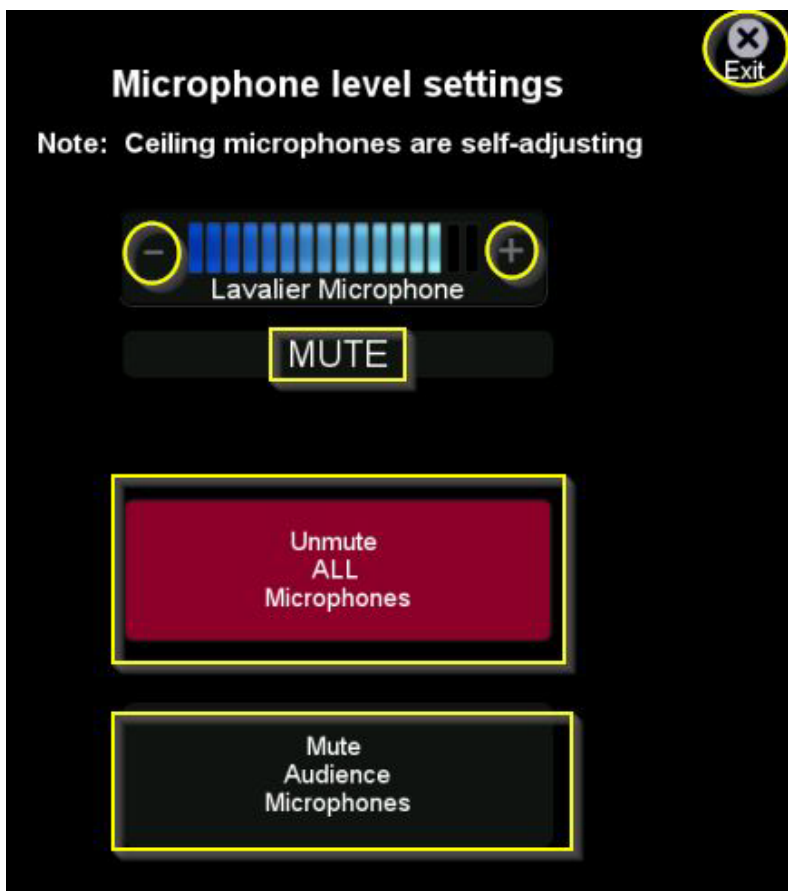
To Adjust the Lavalier Microphone / Audience Microphones:

This room has a self-adjusting microphone system that is fully automated. **You should not need to adjust the microphone levels** unless you are using the clip-on Lavalier Microphone or need to mute/unmute the Audience Microphones.

- To adjust the lavalier microphone or to mute/unmute the audience microphones, press the “**Audio**” icon at the bottom of the control panel screen to reveal the **Microphone level settings** window.

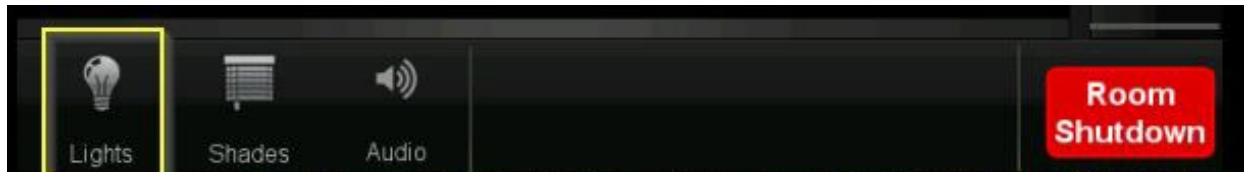


- To adjust the **Lavalier Microphone** volume level, press **+** or **-** on the volume slider. Press the “**MUTE**” button to mute the lavalier microphone. Press it again to unmute.
- If necessary, tap the “**Mute Audience Microphones**” button or the “**Mute ALL Microphones**” button to mute the microphones. Press the button again to unmute. To exit the **Microphone level settings** window, tap the “**X**” in the top corner of the window.



To Adjust the Lights:

- To access the room lighting controls, tap the “**Lights**” icon at the bottom left of the control panel.

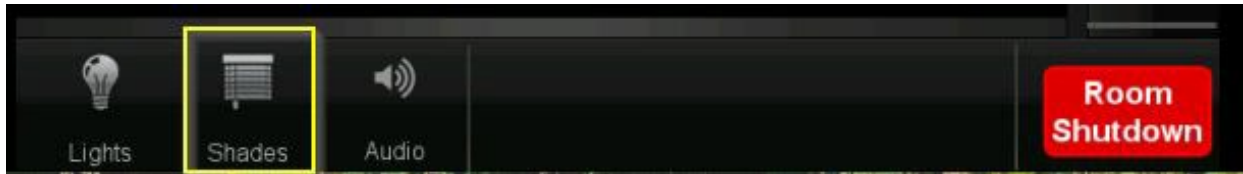


- Tap the “**On**” or “**Off**” buttons for each tier of lighting as needed. Tap the “**X**” to exit lighting controls.



To Adjust the Window Shades:

- To access controls for the window shades, tap the “**Shades**” icon at the bottom left of the control panel.

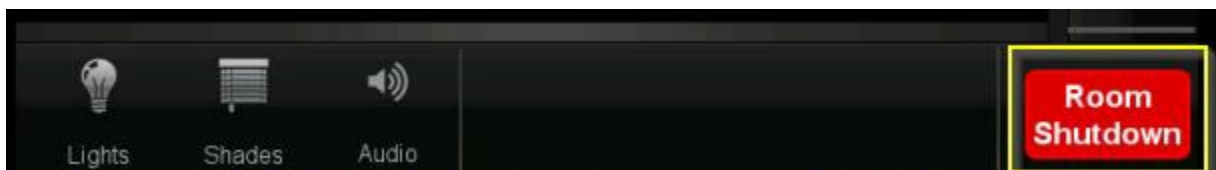


- Tap the “**Close**” or “**Open**” buttons to adjust shades for each side of the room. Tap the “**X**” to exit.

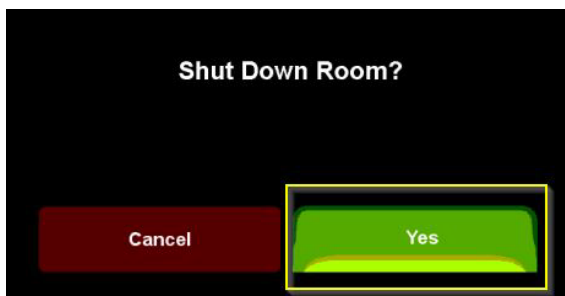


To Shut Down the Room:

- Tap the “**Room Shutdown**” button at the bottom right corner of the control panel.

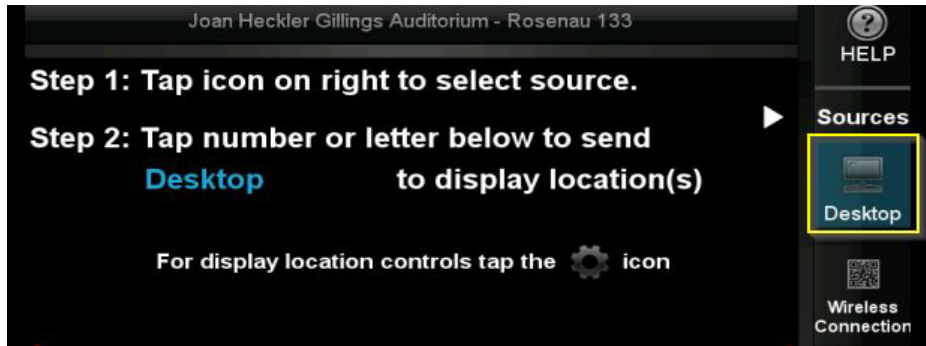


- Confirm shutdown by pressing “**Yes**” when prompted. The projectors and monitors will then turn off.

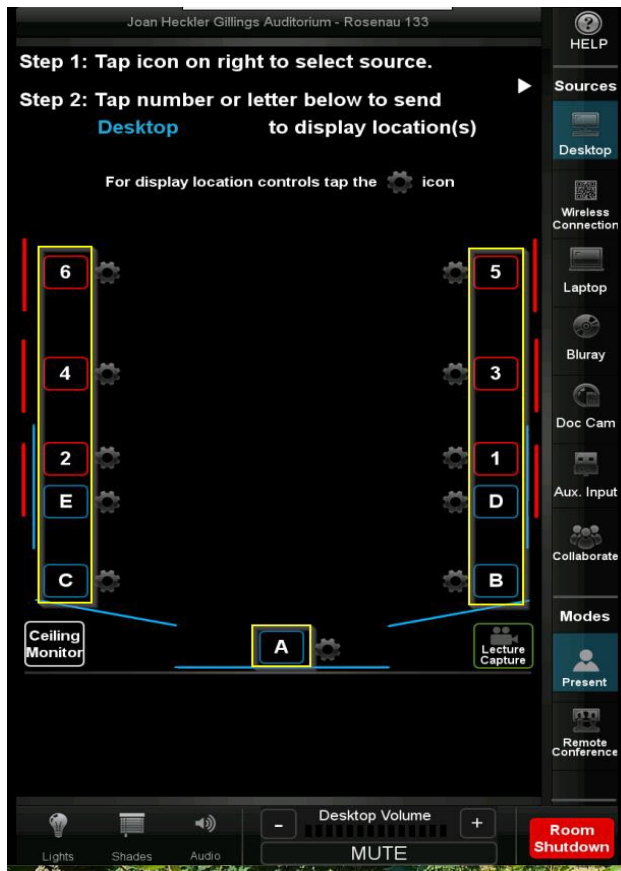


To Display the Computer Desktop:

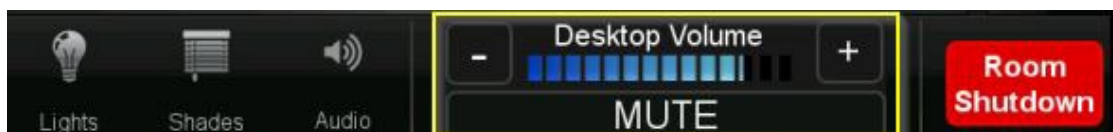
- Tap the “**Desktop**” button (outlined in yellow below) to select it as the source to display;



- Tap a number or letter (outlined in yellow below) to send the selected source to the desired **LCD Projector** or **Wall Monitor**. Each letter corresponds to an **LCD Projector** location. Each number corresponds to a **Wall Monitor** location.

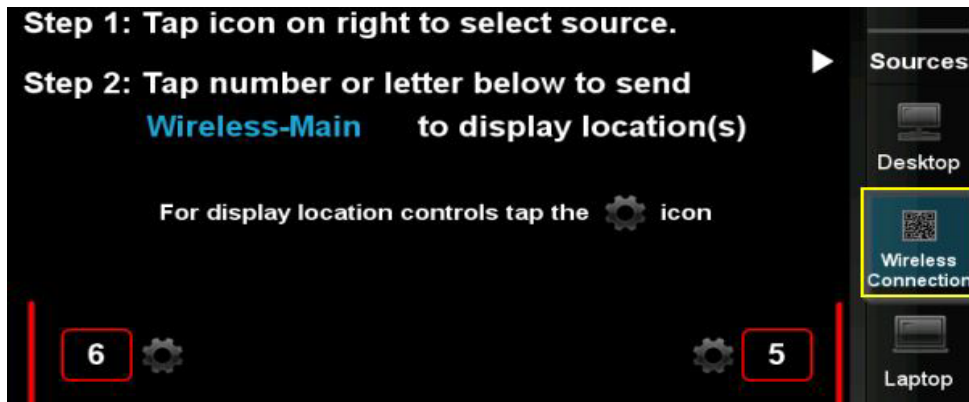


- To adjust the volume of your connected laptop or device, tap the **+** or **-** on the “**Desktop Volume**” control (outlined in yellow below) at the bottom of the control panel. To mute the volume, press the “**MUTE**” button. To unmute, press it again.



To Display the Wireless Connection:

- “**Wireless Connection**” refers to the *Wireless Collaboration* unit designated for instructor or presenter use. For more information on using the other *Wireless Collaboration* units with the **Wall Monitors**, please see the “**To Display Wireless Collaboration Units for Students**” section on page 15. For more information on connecting wirelessly, please see “**How to Connect to the Wireless Collaboration Units**” on page 26.
- Note: It is not possible to use Presenter View with PowerPoint while using the wireless connection. In order to use Presenter View, you **MUST** connect your laptop to a laptop cable.
- Tap the “**Wireless Connection**” icon (outlined in yellow below) to select as the source to display.



- After a few seconds, you should see the Home screen for the “**Wireless Main**” wireless display unit appear on the **Monitor** next to the **Control Panel**:



First time using Wireless Collaboration with VIA?

Install the App using the steps below, then connect to share your screen

PC/Mac:

- 1 - Connect to the Room Wi-Fi (Eduroam or UNC-PSK)
Note: UNC-Guest will not connect to Wireless Collaboration Screens
- 2 - Enter the 'Room Name' into your Internet Browser
- 3 - Install the VIA App

iPad/iPhone: Look for the 'VIA Reveal' app in the App Store

Android: Look for the 'VIA' app in the Play Store

Room Name: 152.2.58.80

Code: 5579



Connect using the VIA App to share your screen

Laptop or Android:

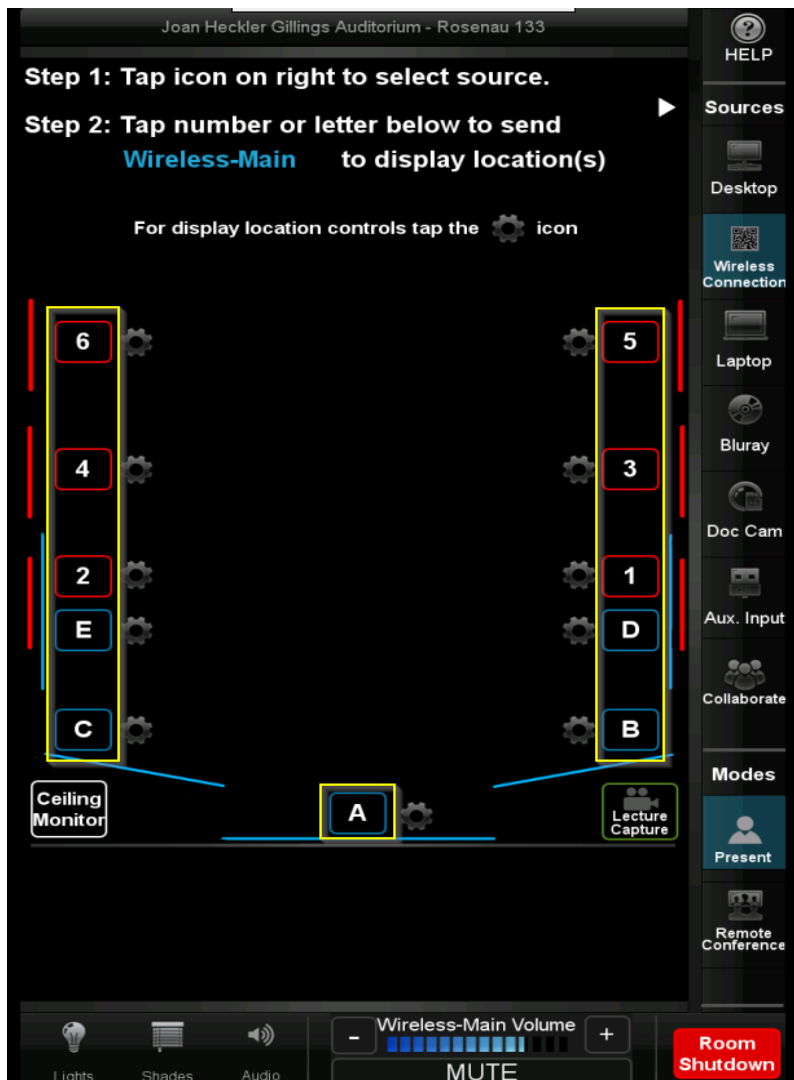
- 1 - Open the App
- 2 - Enter the 'Room Name' and give yourself a 'Nickname'
- 3 - Enter the 'Code' when prompted
- 4 - Select 'Present' on the VIA Ribbon to display your device

iPad/iPhone:

Open the 'VIA Reveal' app and follow the on-screen instructions

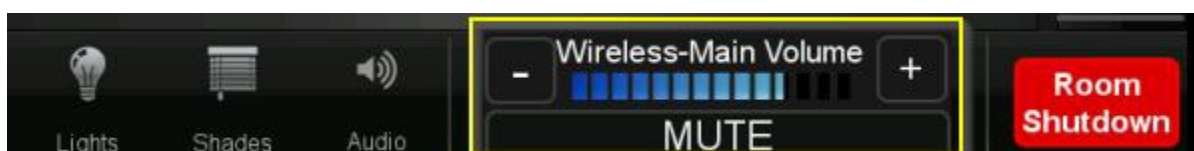


- Next, tap a number or letter (outlined in yellow below) to send the selected source to the desired **LCD Projector** or **Wall Monitor**. Each letter corresponds to an **LCD Projector** location. Each number corresponds to a **Wall Monitor** location.



Follow the instructions on the **Monitor** to connect your device to the **Wireless Main** wireless display unit. Once you have connected, your device image will appear. (For more detailed instructions, please see “**How to Connect to the Wireless Collaboration Units**” section on page 26).

- To adjust the volume of your connected laptop or device, tap the **+** or **-** on the “**Wireless Main Volume**” control (highlighted in yellow below) at the bottom of the control panel.
- To mute the volume, press the “**MUTE**” button. To unmute, press it again.

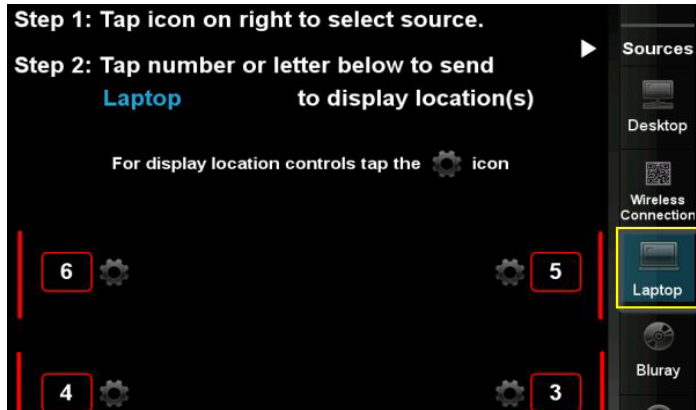


To Display a Laptop:

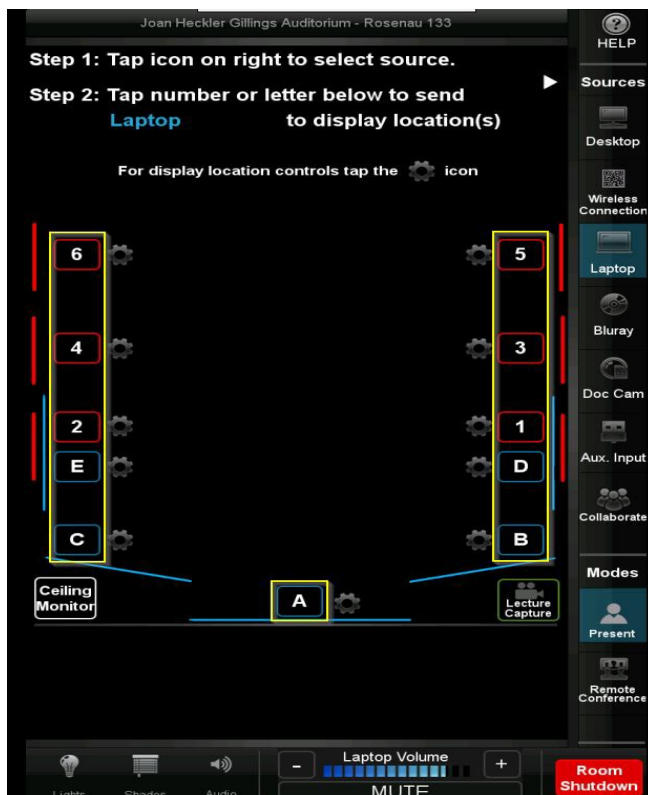
There are two ways to display a laptop in this room. You can use the laptop cables (demonstrated below) or you can use the **Wireless Connection** (shown on page 8). If you plan to use Presenter View while giving a PowerPoint presentation, you **MUST** connect using a laptop cable.

Presenter view is not possible when using the wireless connection.

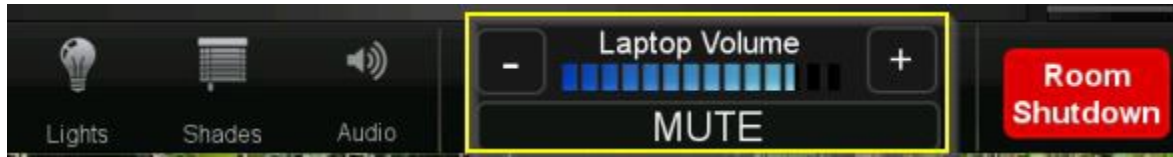
- Connect either the **HDMI, Mini Display** or **VGA** cable to your **Laptop**. If using the VGA cable, connect the attached audio cable to the laptop's headphone socket for audio output.
- Tap the "**LAPTOP**" button (outlined in yellow below) on the right side of the **Control Panel**;



- Tap a number or letter (outlined in yellow below) to send the **Laptop** image to the desired **LCD projector** or **Wall Monitor**. Each letter corresponds to an **LCD Projector** location. Each number corresponds to a **Wall Monitor** location.

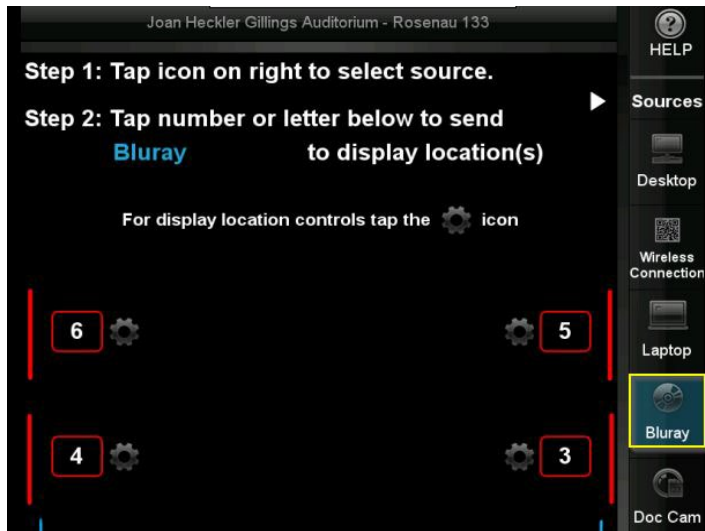


- To adjust the volume of the laptop, tap the **+** or **-** on the “**Laptop Volume**” control (outlined in yellow below) at the bottom of the control panel. To mute the volume, press the “**MUTE**” button. To unmute, press it again.

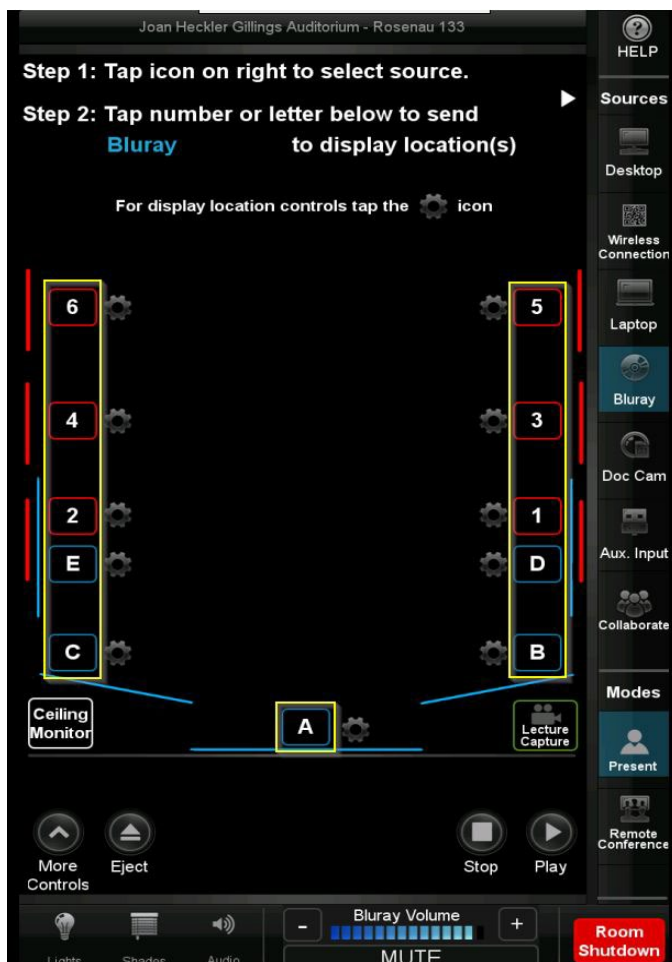


To Play and Display a DVD:

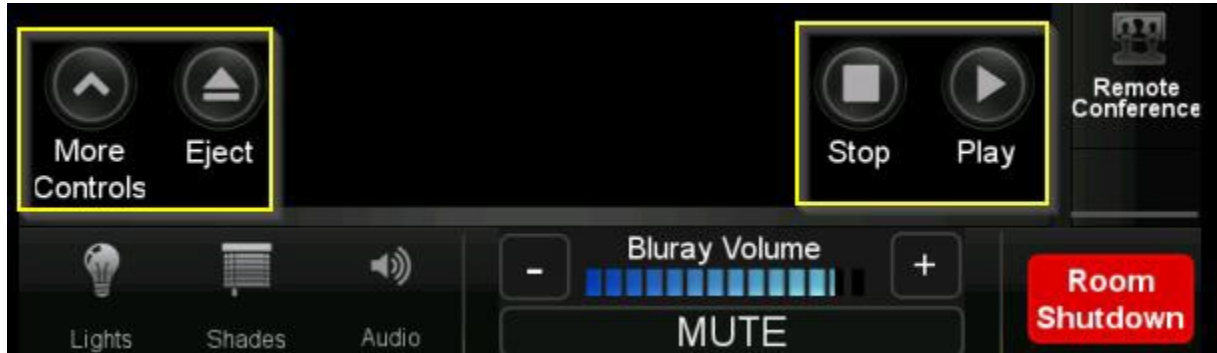
- Insert the DVD into the **Bluray DVD Player** located directly under the **Control Panel**.
- Tap the “**Bluray**” button (outlined in yellow below) on the right side of the **Control Panel**;



- Tap a number or letter (outlined in yellow below) to send the **Bluray** image to the desired **LCD projector** or **Wall Monitor**. Each letter corresponds to an **LCD Projector** location. Each number corresponds to a **Wall Monitor** location.



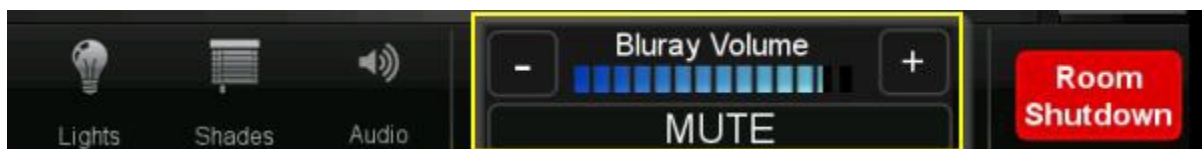
- Use the basic playback controls (outlined in yellow below) to **Play**, **Stop** or **Eject** the DVD.
- Tap the “**More Controls**” button to access DVD navigation controls and menu functions;



- Use the arrows and the “**Select**” button (outlined in yellow below) to navigate the DVD menu.
- Tap the “**Less Controls**” button to exit the DVD navigation controls and menu functions;

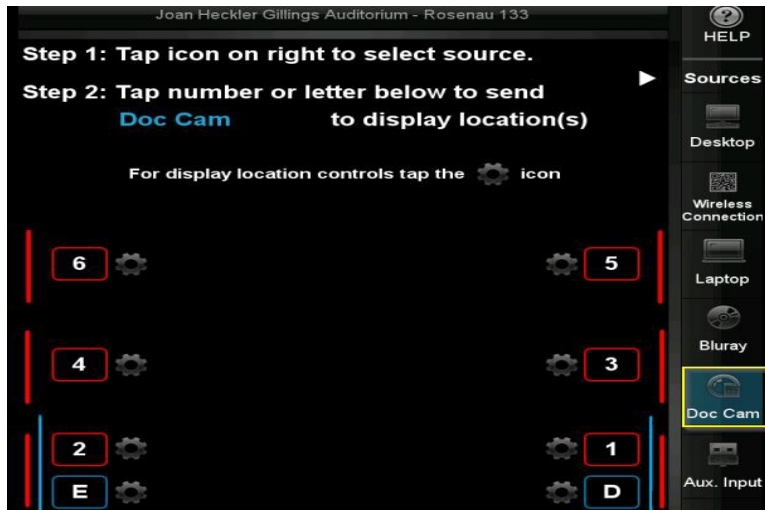


- To adjust the volume, tap **+** or **-** on the **Bluray Volume Control** (outlined in yellow) at the bottom of the **Control Panel**. To mute DVD audio, press the “**MUTE**” button. To unmute, press it again.

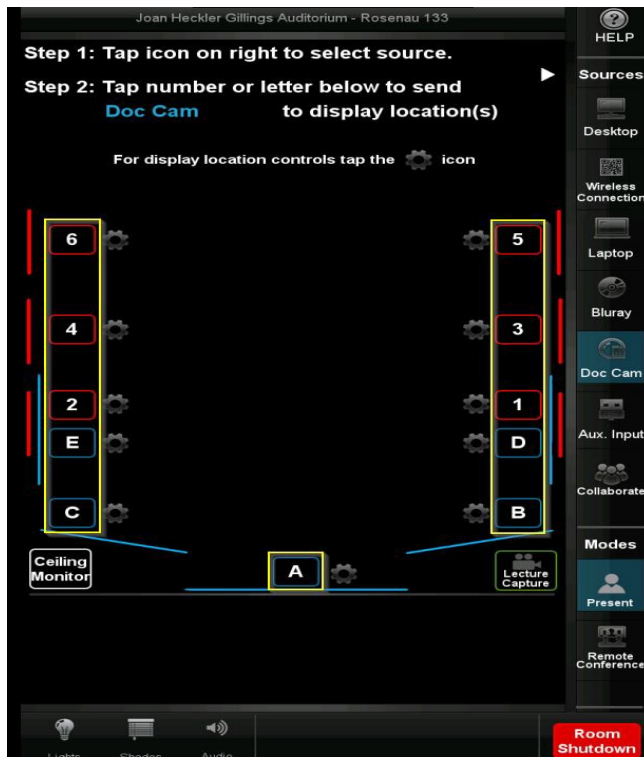


To Display or Share Images with the Document Camera:

- Turn on the document camera by pressing the round “**POWER**” button.
- Lift up and extend the unit’s camera arm.
- Tap the “**DOC CAM**” button (outlined in yellow below) on the right side of the **Control Panel**;

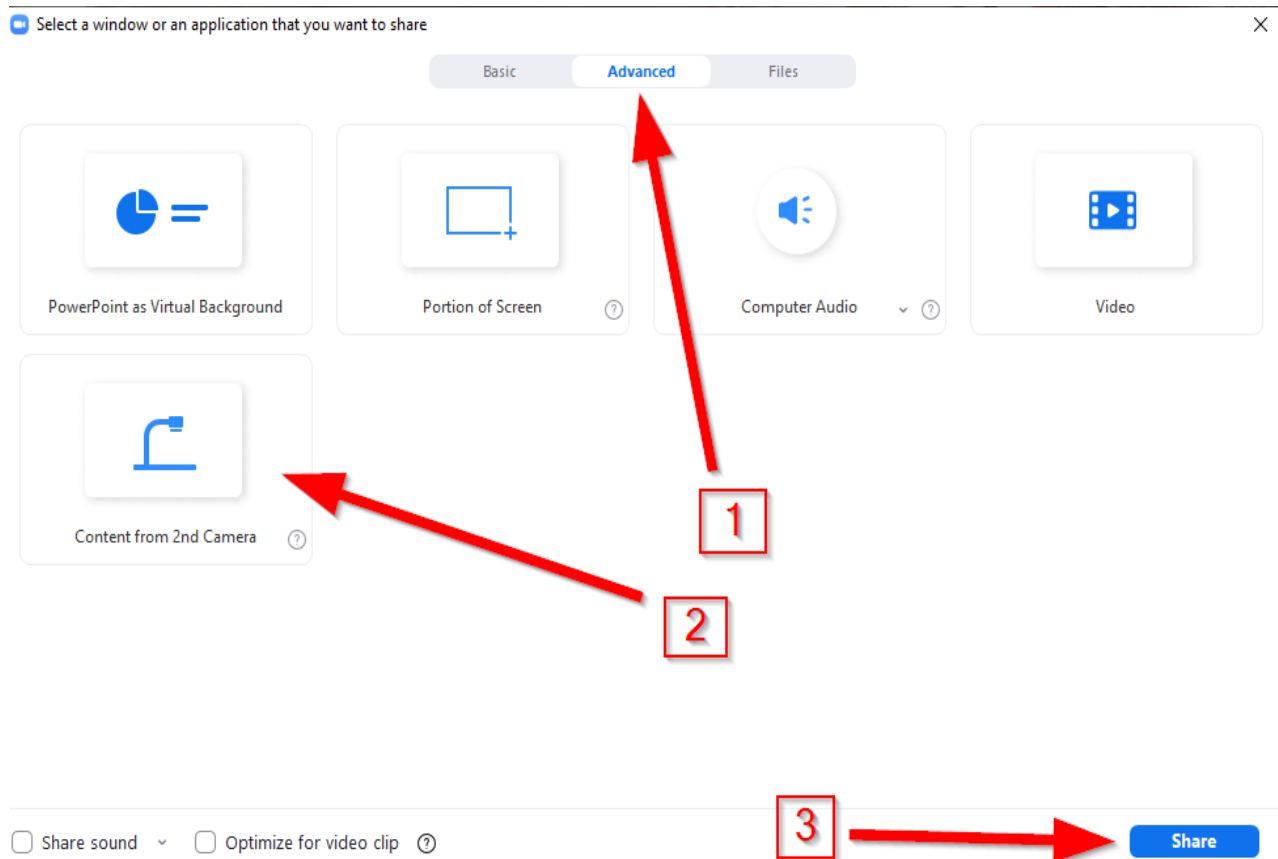


- Tap a number or letter (outlined in yellow below) to send the **DOC CAM** image to the desired **LCD projector** or **Wall Monitor**. Each letter corresponds to an **LCD Projector** location. Each number corresponds to a **Wall Monitor** location.



- Press the **+** and **-** buttons on the document cam to zoom the image; Press the **AF** button to autofocus.
- Turn on the light (if needed) by pressing the button that has a lamp/bulb icon.

- **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 2nd Camera”**. Next, click the blue **“Share”** button to display the image to Zoom.

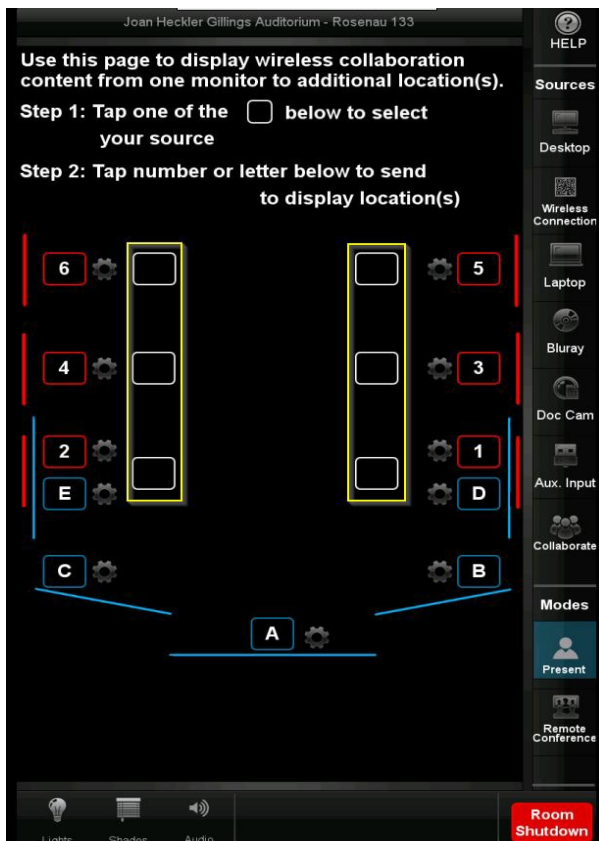


To Display Wireless Collaboration Units for Students:

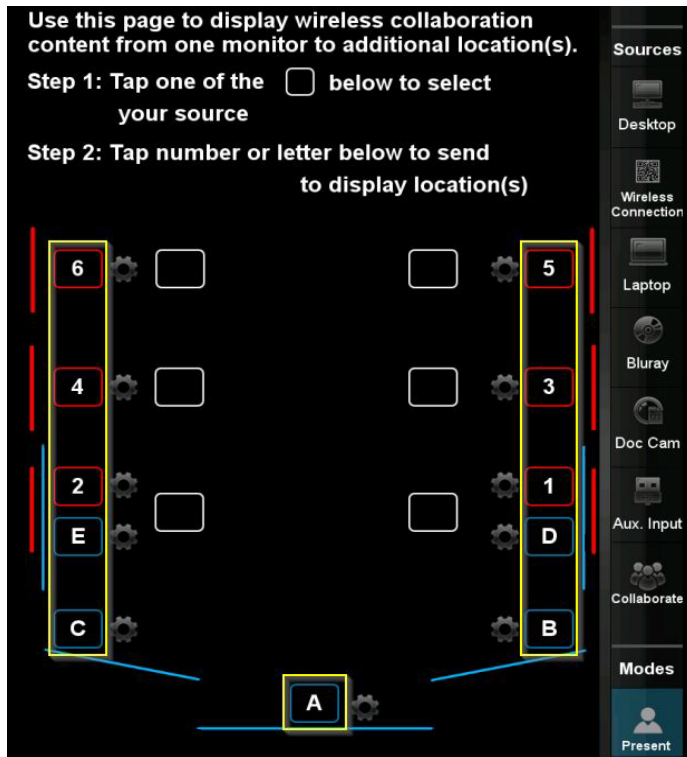
- “**Collaborate**” refers to the Wireless Collaboration units designated for student use with the **Wall Monitors**. For more information on using the instructor or presenter Wireless Collaboration unit, please see “**To Display the Wireless Connection**” on page 8.
- In “Present Mode” the student wireless collaboration units are automatically set to display on their corresponding **Wall Monitors** (unit 1 will display on wall monitor 1).
- Tap the “**Collaborate**” icon (outlined in yellow) to select it as the source to display;



- The **Control Panel** screen will change to show a diagram that illustrates the student Wireless Collaboration units in the room. Each unit is represented by a square located next to each **Wall Monitor** location (outlined in yellow below). Select a unit by tapping a square;



- Next, tap a number or letter (outlined in yellow below) to send the selected wireless network image to the desired **LCD projector** or **Wall Monitor**. Each letter corresponds to an **LCD Projector** location. Each number corresponds to a **Wall Monitor** location.



- Follow the instructions on the selected **LCD projector** or **Wall Monitor** to connect your device to the wireless collaboration unit. Once you have connected, your device image will appear. (For more detailed instructions, please see “How to Connect to Wireless collaboration units” section on page 26);

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Wireless Collaboration

Display your Laptop, Tablet, or Android Device

First time using Wireless Collaboration with VIA?
Install the App using the steps below, then connect to share your screen

PC/Mac:

- 1 - Connect to the Room Wi-Fi (Eduroam or UNC-PSK)
Note: UNC-Guest will not connect to Wireless Collaboration Screens
- 2 - Enter the 'Room Name' into your Internet Browser
- 3 - Install the VIA App

iPad/iPhone: Look for the 'VIA Reveal' app in the App Store

Android: Look for the 'VIA' app in the Play Store

Room Name: 152.2.58.80
Code: 5579

Connect using the VIA App to share your screen

Laptop or Android:

- 1 - Open the App
- 2 - Enter the 'Room Name' and give yourself a 'Nickname'
- 3 - Enter the 'Code' when prompted
- 4 - Select 'Present' on the VIA Ribbon to display your device

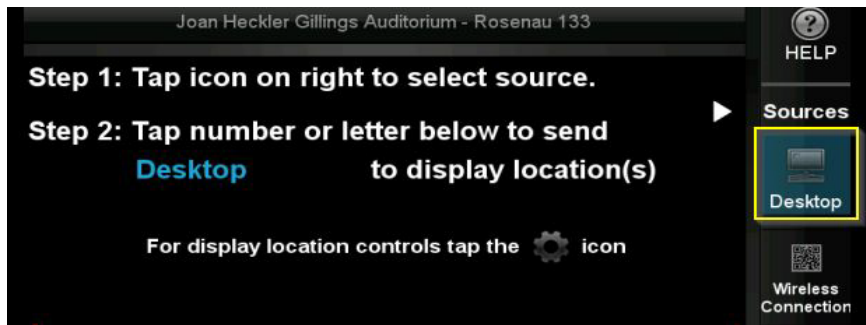
iPad/iPhone:
Open the 'VIA Reveal' app and follow the on-screen instructions

To Connect to a Zoom Meeting:

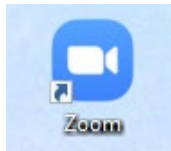
If you are using a software-based web conferencing platform (Skype, Google Hangouts, Adobe Connect, GoToMeeting, etc.) please contact AV Services **prior to your meeting or event** for assistance. You must have your own account or have a pre-scheduled meeting link to use these web conferencing platforms.

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/>

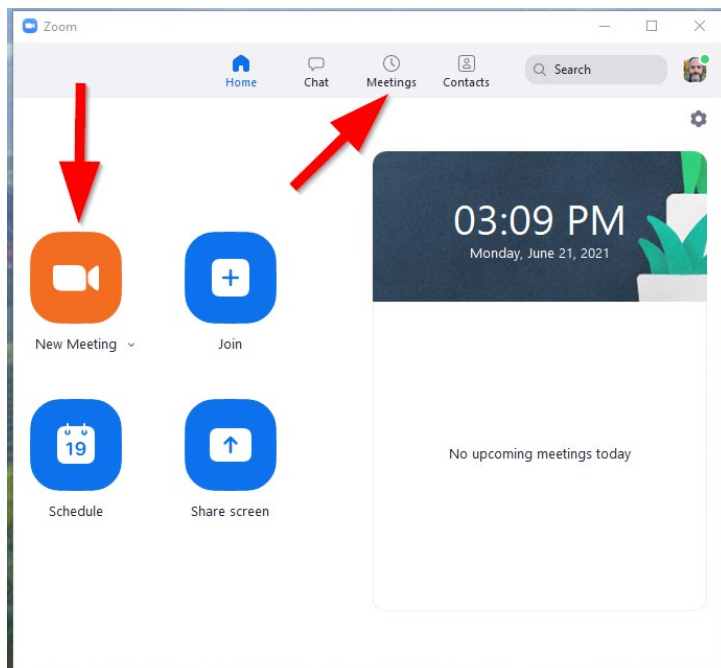
- To connect to a **Zoom** meeting, tap the “**Desktop**” button (outlined in yellow below) on the right side of the **Control Panel**. Sign in on the Desktop computer using your Onyen and password.



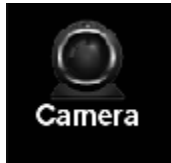
- Click the **Zoom icon** on the computer desktop and sign in to Zoom using your Onyen and password.



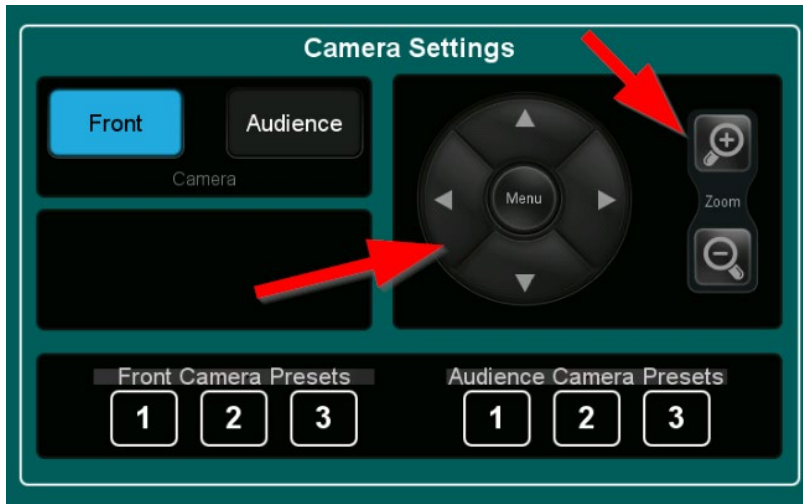
- Once you are signed in to Zoom, click the “**Meetings**” tab in the Zoom window to select and start your Zoom meeting. Or use the “**New Meeting**” option if you do not have a pre-scheduled meeting.



- To change the camera angle, tap the **“Camera”** button (located on the bottom left of the Control Panel) to bring up the **Camera Settings** window.



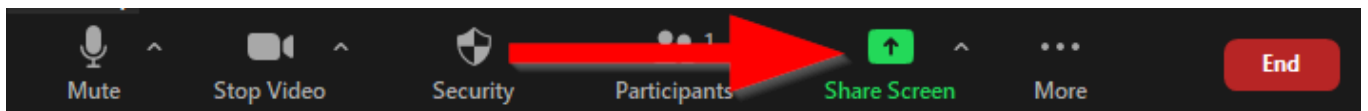
- Press **1, 2** or **3** on the **Front Camera** or **Audience Camera Presets** to select the camera preset that is best for your remote conference. To create a customized camera angle, use the arrow buttons to steer the camera and use **+** and **-** buttons to zoom in or out. Press the **Audience** button to use the arrow and zoom buttons for the Audience camera.



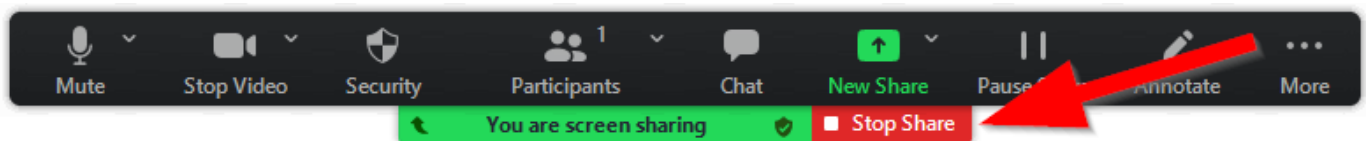
- Once your camera angle is set, close the **Camera Settings** window by tapping the red **“Exit”** button in the upper right corner of the window.
- Tap **+** and **-** on the **Desktop** volume slider to adjust the in-room volume of your remote participants.



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

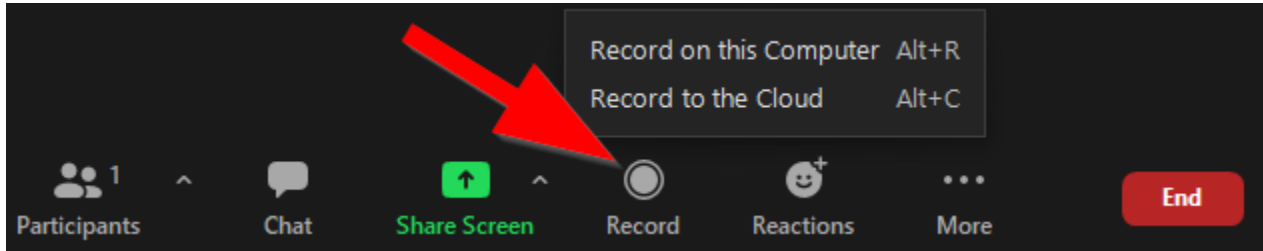


To stop sharing content, tap the red **“Stop Share”** button located at the top of the Zoom window;



To Record a Zoom Meeting:

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



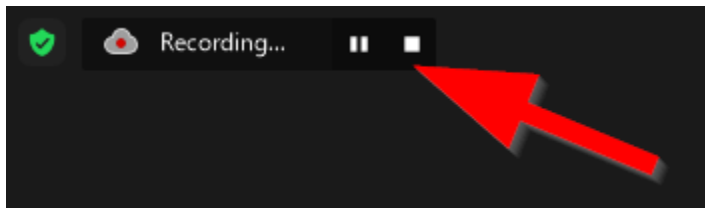
You will see options for “**Record on this Computer**” and “**Record to the Cloud**”.

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;



How to Connect to the Wireless Collaboration Units:

In order to use the “Wireless” connection, your device must be connected to one of the following UNC wireless or WiFi networks: **22-23-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 the green "Tap to Present" button on the VIA ribbon to display your device. Tap again to stop share.

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 the green "Tap to Present" button on the VIA ribbon to display your device. Tap again to stop share.

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 the green "Tap to Present" button on the VIA ribbon to display your device. Tap again to stop share.
Note: If using a Mac, you may be prompted to enable Bluetooth and activate the laptop’s microphone.

How to use PowerPoint Presenter View with VIA:

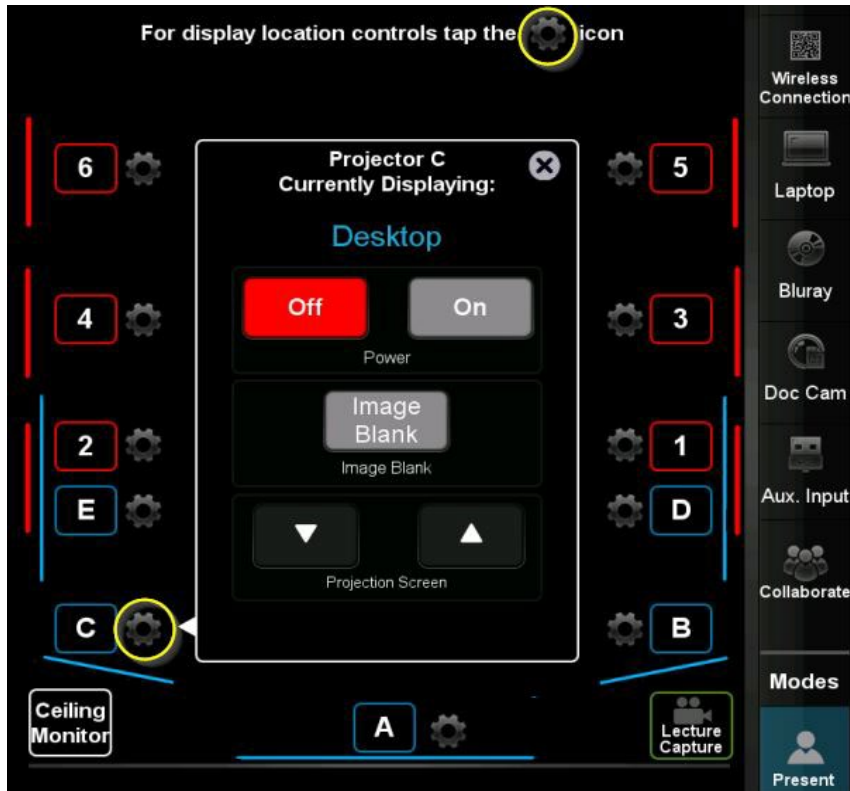
Note: Your laptop display settings must be set to “Extended Desktop” in order to use Presenter View.

- After the VIA app had been installed and you are connected to the room, look for the Monitor icons above the “Tap to Present” button. You should see icons for Display1 and Display 2.
- Click “Display 2” to share your Extended desktop (slides without notes).
- With Display 2 selected, you should now be able to display your slides while also seeing your notes using Presenter View.

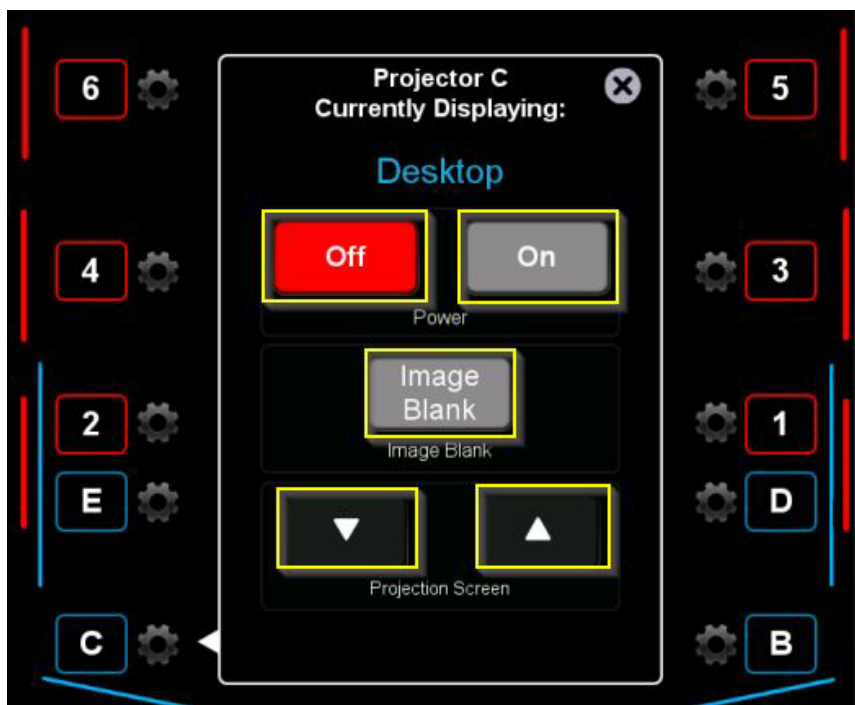
Important Note: *At this time, Apple laptops are not capable of displaying “Presenter View” when using PowerPoint with the wireless connection.*

Helpful Tips:

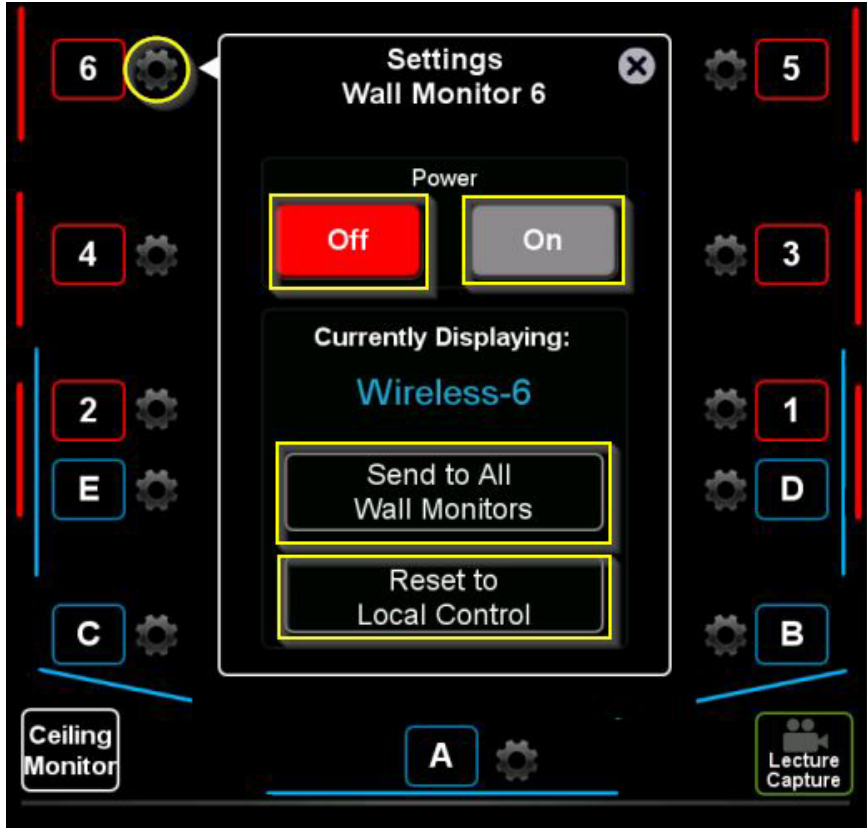
- There is a gear icon located by each display destination. Tap the gear icon (outlined in yellow below) to access the **Display Location Control** window for each individual display destination.



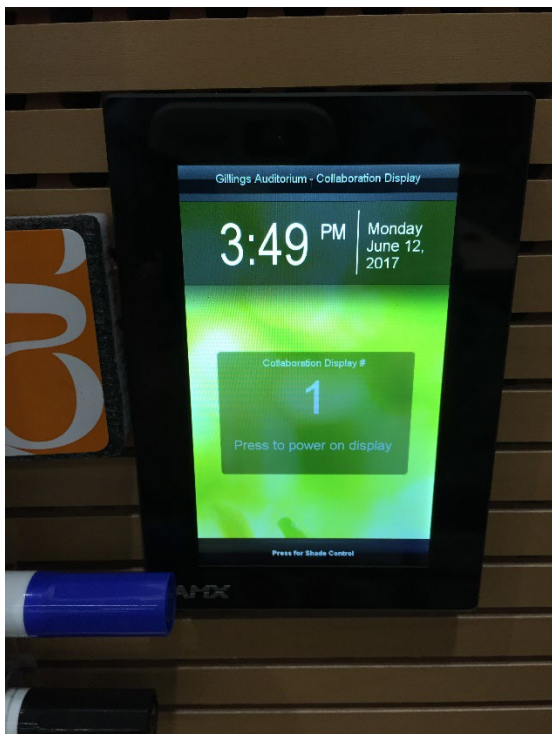
- The **Display Location Control** window for each **LCD Projector** has controls to raise or lower the projection screen, blank the image and power the projector on or off.



- The **Display Location Control** window for each **Wall Monitor** has controls to reset the monitor to local control, send the monitor image to all other wall monitors and power the projector on or off.



- Each **Wall Monitor** can also be controlled by the touch panel controller located between the **Wall Monitor** and the dry-erase whiteboard:



- Press the **Wall Monitor** touch panel to power on the **Wall Monitor**. Press the additional buttons (next to the red arrows below) to power off the **Wall Monitor**, show the local display or access the room shade controls.



- This room has **Assisted Listening Devices** available for checkout from AV Services. Please contact AV Services if you would like to request these devices for your class or event.
- The room also has a **Wireless Room Controller** that is available for checkout from AV Services. The interface for this controller is identical to the **Control Panel** in the room. Please contact AV Services if you would like to request the **Wireless Room Controller**.
- If you need assistance, please use the **AV Help Phone** located to the left of the **Control Panel**. You can also call the AV Services office at (919) 966-6536 or visit **Rosenau Hall 232**.