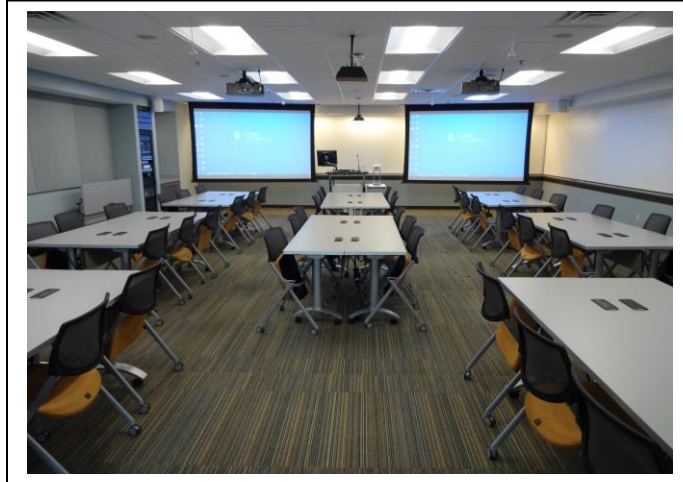# AV Guide for Mayes Center (230 Rosenau Hall)

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

Table of Contents (click on a topic to skip to that section)

Getting Started:

- The lectern's **Touch Screen (Monitor)** may be blank when you first approach the lectern. If so, press the screen until you see the "**Press here to begin**" button appear. Next, press the button:

- Choose an option to display (**Computer**, **Laptop**, **DVD**, **Document Camera**) or select Videoconference (**VID CONF**) from the options listed on the Mode Select Page:
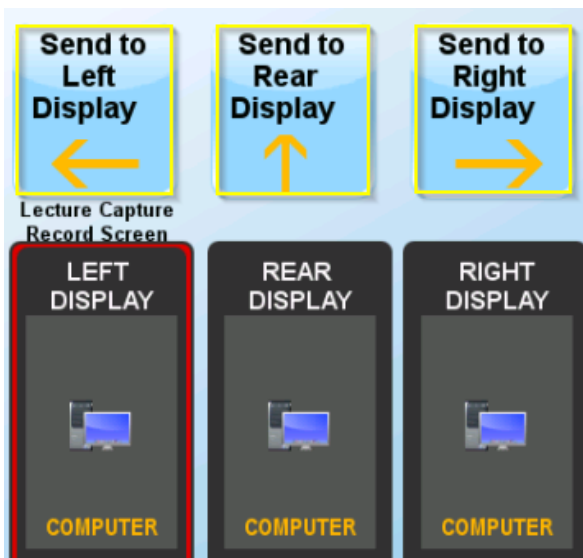

To Display on the Wall Monitors:

- Press a source button along the top of the **Touch Screen (Monitor):**

- Then, press the **Left**, **Right** and **Rear** "**Send to Display**" buttons (highlighted below):

- Press the source image to see it full-screen on the Touch Screen monitor. Press anywhere on the source image again to exit full-screen mode.

To Adjust the Microphone or Speaker Volume:

- To adjust the microphone or speaker volume, press **+** or **-** on the volume slider located on the bottom right of the **Touch Screen (Monitor)**. Press "**MUTE**" beside the microphone or speaker icon to mute the microphones and/or speakers. Press again to unmute.
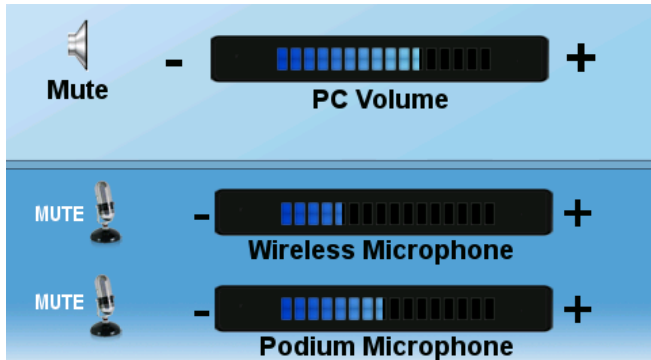
To Shut Down the Room:

- Press the red "**System Shut Off**" symbol at the bottom left corner of the touch panel:

A system reset warning message will appear before the projectors turn off:

To Display the Room Computer:

- The **Computer** is located in a remote location. If the computer is locked please contact AV Services;
- Press the "**Computer"** button at the top of the **Touch Screen (Monitor)**;
- Then press the **Left**, **Right** and **Rear** "**Send to Display**" buttons to display the **Computer**'s image to the wall monitors as shown on page 2:
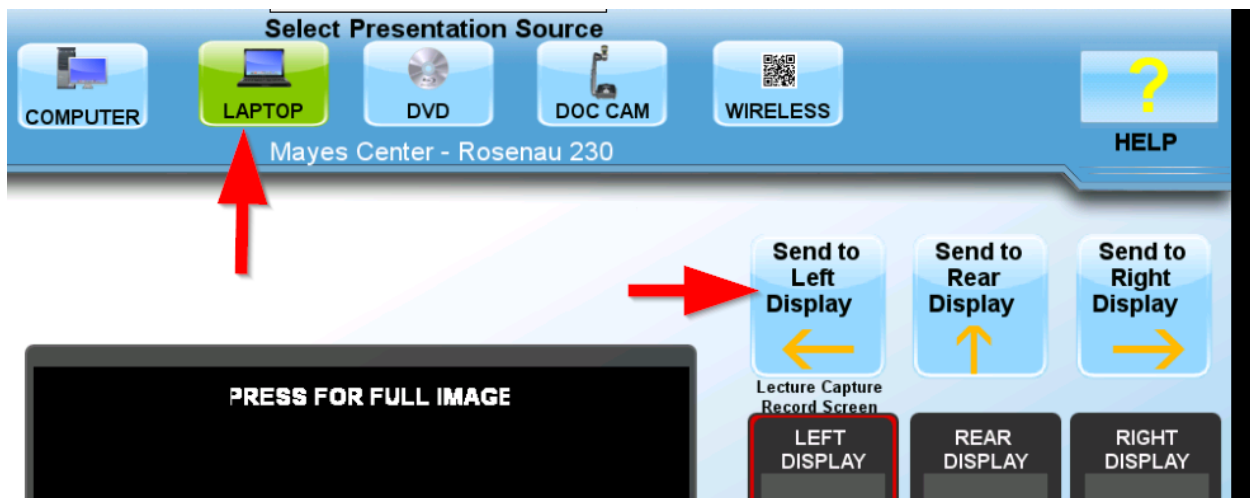

- To adjust the PC volume, press **+** or **-** on the volume slider located below the PC image.
  To mute PC audio, press the **"Mute"** button (speaker icon). To unmute, press it again.

- Use the **Wireless Keyboard** and **Mouse** to operate the room PC.
- Use the **USB extension cable** (located on top of the podium) to load your documents or slides.
- To use the **PowerPoint remote** with PowerPoint slides on 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, Mini Display** or **VGA cable** (located on top of podium) to your **Laptop**. If using the VGA cable, connect attached **Audio Cable** to laptop's headphone out jack to output audio.
- If necessary, use the extension cord (located on top of the podium) to power the laptop.
- Press the "**LAPTOP**" button at the top of the **Touch Screen (Monitor)**;
- Next, press the **Left**, **Right** and **Rear** "**Send to Display**" buttons to display the **Laptop's** image on the wall monitors as shown on page 2:

- To adjust the volume, press **+** or **-** on the volume slider located below the Laptop image. To mute Laptop audio, press the **"Mute"** button (speaker icon). To unmute, press it again.
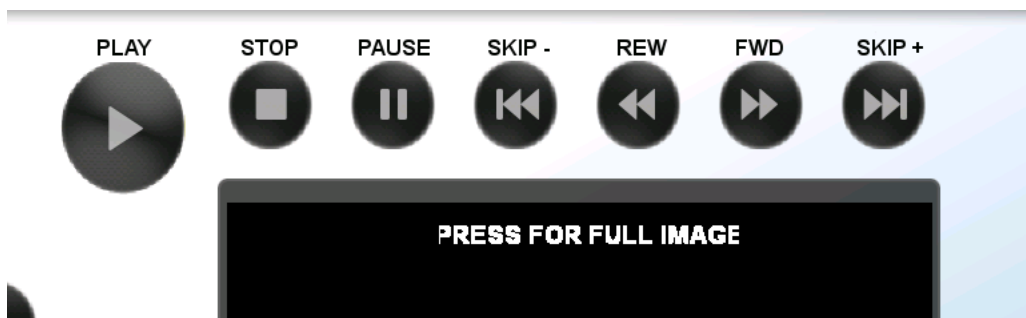
To Play and Display a DVD:

- Insert the DVD into the **DVD Player** (located inside the podium);
- Press the "**DVD**" button at the top of the **Touch Screen (Monitor)**
- Then press the **Left, Right** and **Rear "Send to Display"** buttons to display the DVD's image on the wall monitors as shown on Page 2:

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

- To adjust the volume, press **+** or **-** on the volume slider located below the DVD image. To mute DVD audio, press the **"Mute"** button (speaker icon). To unmute, press it again.

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 **Touch Screen (Monitor)**;

- Then press the **Left**, **Right** and **Rear** "**Send to Display**" buttons to display the **Document Camera's** image on the wall monitors as shown on page 2:

Document Camera (closed position)

Document Camera (open position)

To Display the Wireless Connection:

- Press the "**Wireless**" button at the top of the **Touch Screen (Monitor)**;

- After a few seconds, you should see the Home screen for the wireless display unit appear in the center preview window on the **Touch Screen (Monitor)**: Press the preview window to expand the image:

- Follow the Wireless Collaboration instructions to connect your device. Once you have connected, 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 14).

- Next, press the **Left**, **Rear** and **Right** "**Send to Display**" buttons to display the **Wireless** image on the **Monitors(s)** as shown on page 1.
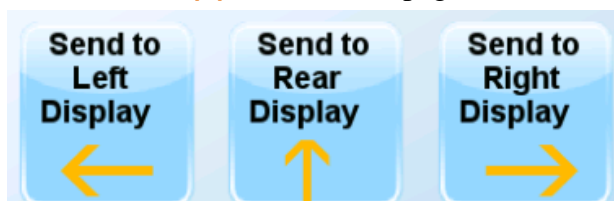
- To adjust the volume of your connected laptop or device, tap the **+** or **-** on the "**Wireless Volume**" control (highlighted in yellow below) at the bottom of the control panel.

- To mute the volume, press the "**MUTE**" button. To unmute, press it again.

To 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. If you would like to connect to a "point to point" video call with NRI in Kannapolis (or another institution), please contact AV Services prior to your class or meeting.

For general information about Zoom, please visit this page: https://sph.unc.edu/iis/zoom/

- To connect to a **Zoom** meeting, tap the "**Video Conference**" button (outlined in yellow below) to enter **Video Conferencing Mode**;


- Tap the "**Place A Call**" icon on the control panel to bring up the Zoom dial page;


- Enter the **Meeting ID** and, if necessary, enter the **Meeting Passcode** and **Host Key**. The numeric Host Key can be found on your UNC Zoom Profile page.

  *Please note: **You MUST enter your Host Key in order to record the Zoom meeting** with the room system. The recorded meeting will appear as a Cloud Recording that can be found under the **Recordings** tab in your Zoom account.*
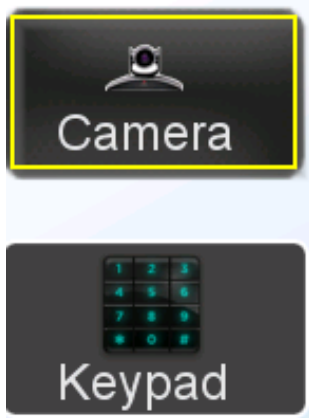
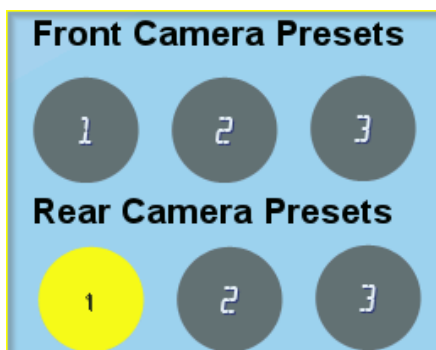- Next, tap the "**Call**" icon to connect to your Zoom meeting.
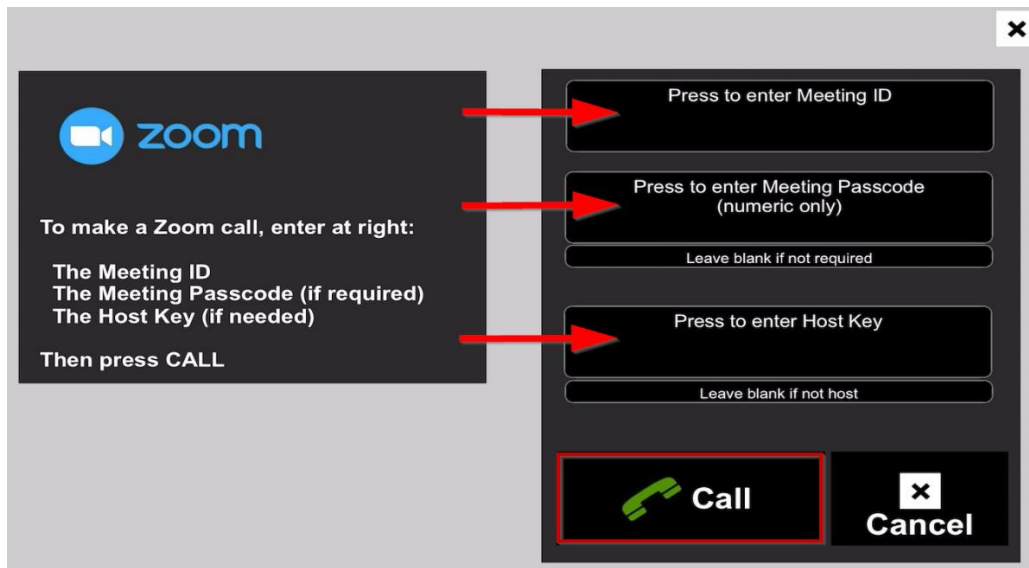
- Expanded view of Zoom dial page:
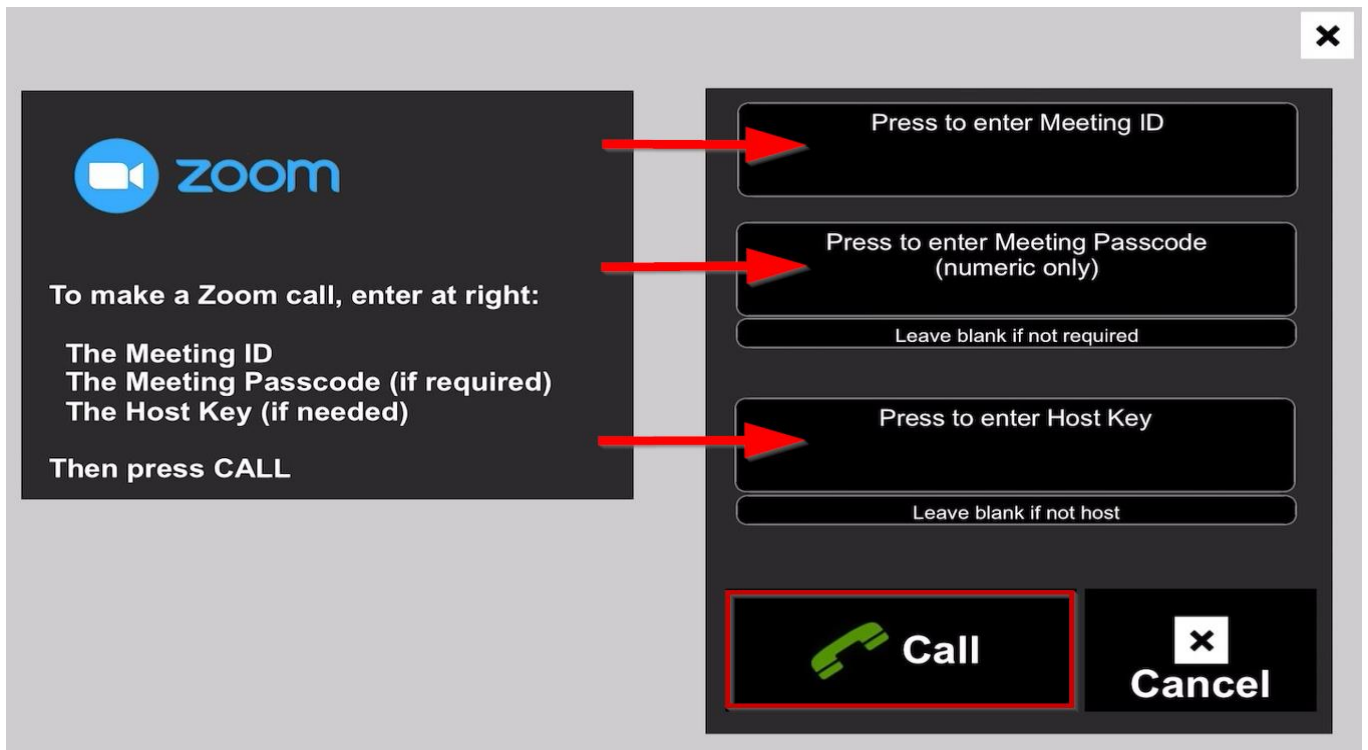
- To see the current camera angle, tap the **"Camera"** button (outlined in yellow below) to bring up the **Camera Settings** window.

- Press **1**, **2** or **3** on the **Front Camera** or **Rear Camera Presets** to select the camera preset that is best for your remote conference.

- Press the **+** and **-** on the **Far End Audio** volume slider to adjust the in-room volume of your participant.
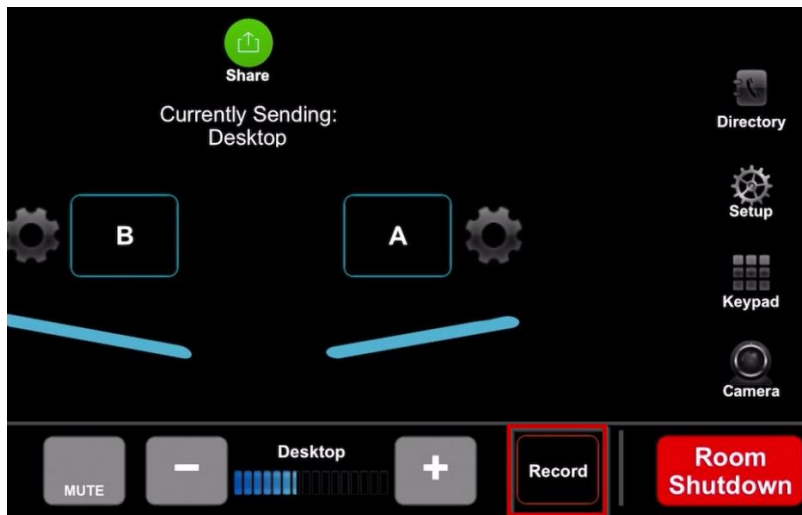
To Record a Zoom Meeting:

The room system can save a recording of your Zoom meeting directly to the cloud of your Zoom account. The recording will include the camera image, microphone audio and any shared content (Computer/Wireless Connection/Laptop/Document Camera). It is not possible to record to the local computer. Cloud recording is the only option. **You must enter your Host Key in order to authenticate recording capabilities** (see page 9 for details).

Note: 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.

- After you have connected to your Zoom meeting, follow these steps to access the recording controls:

To initiate a recording, press the "**Record**" button located at the bottom of the **iPad Controller**;

You should then see a screen that has instructions for recording. **Press 5** to start or stop recording. If you did not enter your **Host Key** when connecting to the Zoom meeting, you will be prompted to enter it before recording;
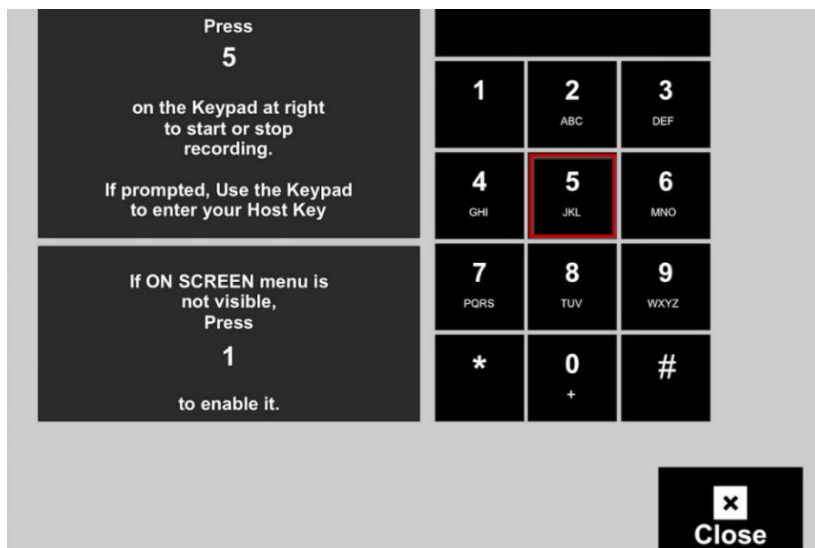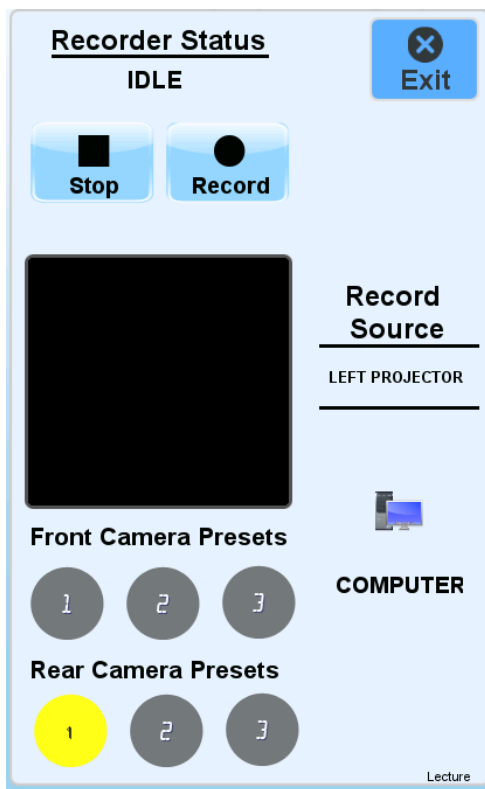
- To change the camera angle, select a **Front Camera Preset** (**1**, **2** or **3**) to show the classroom audience or select a **Rear Camera Preset** (**1**, **2** or **3**) to show the lectern.
- To choose which content source (Computer/Laptop/DVD/Doc Cam) is recorded, select the desired source at the top of the touch panel and assign it to the **LEFT DISPLAY MONITOR**.

  Important Note #1: The content being displayed on the **LEFT DISPLAY MONITOR** *is the **only content** that will be recorded.*

  Important Note #2: *If you are using an Apple laptop you **MUST USE** the **VGA laptop cable** in order to display slides for your Mediasite recording. You can reserve an Apple HDMI to VGA adapter from AV Services (Rosenau Hall 233).*

- Once your pre-scheduled recording begins, the "**Record**" button and the top of the touch panel screen will turn red to indicate that the recording has started and the Record Status will change from "Idle" to "Recording".
- To exit the camera controls, press the "**Exit**" in the top right of the Recorder Controls

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.

What is Wireless Collaboration?
Wireless Collaboration is a system that allows person to connect and display their laptop, tablet, or phone on a projector or LCD monitor without the need to connect a wire.

How is Wireless Collaboration different than "VIA"?
The School of Public Health currently supports the Kramer VIA product line of Wireless Collaboration units. While documentation or instructions may refer to "VIA" or the "VIA App" these are just specific brand names for a wireless collaboration product.

Helpful Tips:

To Power the Wall Monitors On or Off:

- To turn the wall monitors on or off, press the "**On**" or "**Off" Power** buttons.
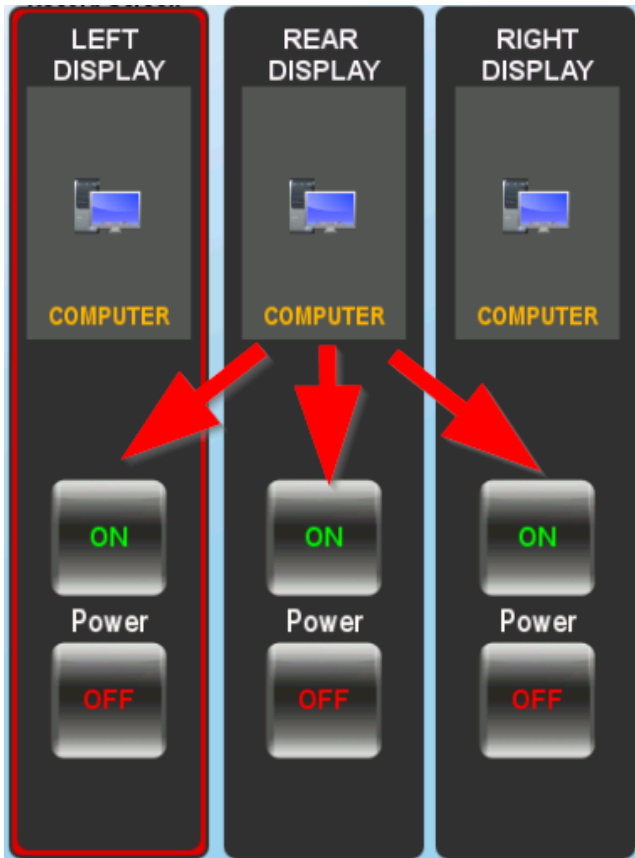
- If you need assistance, please use the AV Help Phone (found on the side of the podium) to call the AV Services office. You can also reach the AV office at (919) 966-6536 or visit Rosenau Hall 232.