**Manual Control**

### Getting Started

To turn on the projector, use the EIKI remote control provided at the podium. On the darker remotes, press the ON button at the top left. On the lighter remotes, there may be a POWER toggle button at the top right.

To change what is being projected to the sources below, use the video switcher built into the podium.

**Button 1:** Laptop / **Button 2:** Built-in Computer / **Button 3:** Document Camera

### Document Camera

The document camera is stored in a drawer on the right side of the podium. Make sure the camera is turned on by using the Power switch near the ELMO logo on the document camera, and press button 3 on the switcher.

For more information on preparing the document camera, you can view a short instructional video on our website at [http://go.unc.edu/Yc85A](http://go.unc.edu/Yc85A). Note that the touch screen is not functioning in this room.

### Shutting Down

PLEASE shut down the system by pressing the **STAND BY** or **POWER** toggle button twice.

### Frequently Asked Questions

**Where is the microphone?**

In most rooms, if not on the podium, check the drawer beneath the computer at the podium.

**Do I turn off the projector when I’m done?**

Yes. Please use the remote control to shut down the projector per the instructions above.

**Can you please help me??**

Contact our classroom support help desk using the intercom at the podium.

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**Guides and resources for OIS Classrooms can be found on our website at [http://go.unc.edu/CHMEDHelp](http://go.unc.edu/CHMEDHelp).**