If the touch screen is blank, touch the screen to wake it up. Touch **Press Here To Begin** to get to the main screen, shown on the right. The projector should turn on.

From the main screen, select your **SOURCE** **DEVICE** using the icons on the top of the screen.

The **VOLUME CONTROL** is on the right side of the screen. This control adjusts the volume for the content (whatever is being projected).

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### PowerPoint Presenter View

This room enables users to view notes made for PowerPoint Presenter view.

1. Go to the Desktop, and click **Extend Screen** at the right of the screen.
2. Open your presentation in PowerPoint.
3. On the **Slideshow** tab, make sure that **Use Presenter View** is selected.

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### Document Camera

The document camera is located on the right of the podium. To use the camera, press the power button on the camera, and select **Doc Cam** on the touch screen.

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### Frequently Asked Questions

**Where is the microphone?**

The microphone will either be on the podium, or in the drawer coming out of the right side of the podium.

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

Yes. Please press the **System Off** button on the touch panel to shut down the projector.

**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).**