Getting Started

If the touch screen shows the logo shown below, touch the **Press to Begin** button.

Displaying a PC / Laptop

To display the built-in PC or a laptop on the displays, press the **LAPTOP** or **PC** button.

Audio Controls

To adjust the sound levels in the room, you may use the **VOLUME CONTROL** knob on the right of the panel. Turn the knob clockwise to increase the volume, and counterclockwise to decrease the volume.

Troubleshooting The Built - In Computer

If the screen is blank when you select the Lectern Local PC, try the following:

1. Ensure that the computer is not asleep by moving the mouse.
2. Make sure the ThinkCentre PC (located in the podium cabinet) is on

If this does not resolve the problem, contact us via the intercom.

Frequently Asked Questions

**Where is the microphone?**

There are overhead microphones for use with Microsoft Lync or other web conferencing software.

**Do I turn off the screens when I'm done?**

Yes. Please press **Display Off** and confirm on the touchscreen to shut off the monitor and projector.

**Can you please help me??**

Contact our classroom support help desk using the intercom on the wall near the control panel.

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

Shutting Down

PLEASE shut down the system by pressing the **Display Off** button on the right of the control panel, and confirming on the touchscreen.