MARSICO HALL x02 (SMALL)

UNC
SCHOOL OF MEDICINE
OFFICE OF INFORMATION SYSTEMS
CLASSROOM SERVICES

GETTING STARTED

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

October 24, 2014 - 7:47 AM

Room 5002 - Press to begin

DISPLAYING A PC / LAPTOP

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

LAPTOP

PC

A menu will appear on the touchscreen allowing you to select your **DESTINATION DEVICE**.
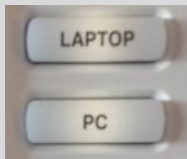
Projector   Display

Both

THE CONTROL PANEL

The control panel allows you to control the normal functions for the room. The projector and monitor will turn on when a source is sent to it. You may also use **Display On**.

October 24, 2014 - 7:49 AM
Select Source
Lectern Laptop   Lectern Local PC

LAPTOP   DISPLAY ON
PC   DISPLAY OFF
DVD   MUTE
DOC CAM
AUXILIARY

Extron

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 counter-clockwise 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.

LAPTOP CONNECTION

There are HDMI and VGA laptop connections. To display your laptop, connect and follow the procedure above.

On **Windows**, use shortcut ⊞ + **P** to make sure **Extend** or **Duplicate** is selected.

On **Macs**, configure your display using **System Preferences** > **Displays**.

GUIDES AND RESOURCES FOR OIS CLASSROOMS CAN BE FOUND ON OUR WEBSITE AT http://go.unc.edu/CHMEDHelp .

FREQUENTLY ASKED QUESTIONS

Where is the microphone?

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

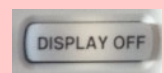**Do I turn off the screens when I'm done?**

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.

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.

DISPLAY OFF

Power Down