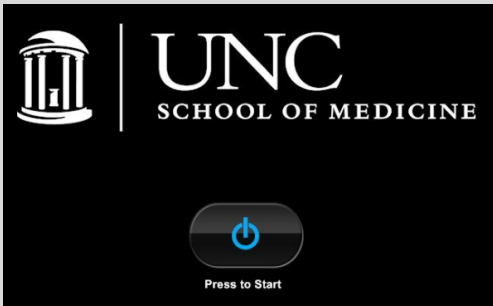


MARSICO HALL x04 (LARGE)

GETTING STARTED

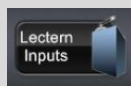
Make sure that the **Smart Podium** monitor is on by pressing the power button (see page 2).

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



DISPLAYING A PC / LAPTOP

To display the built-in PC or a laptop on the monitors, press the **Lectern Inputs** button.



A menu will appear allowing you to select your **SOURCE DEVICE**.

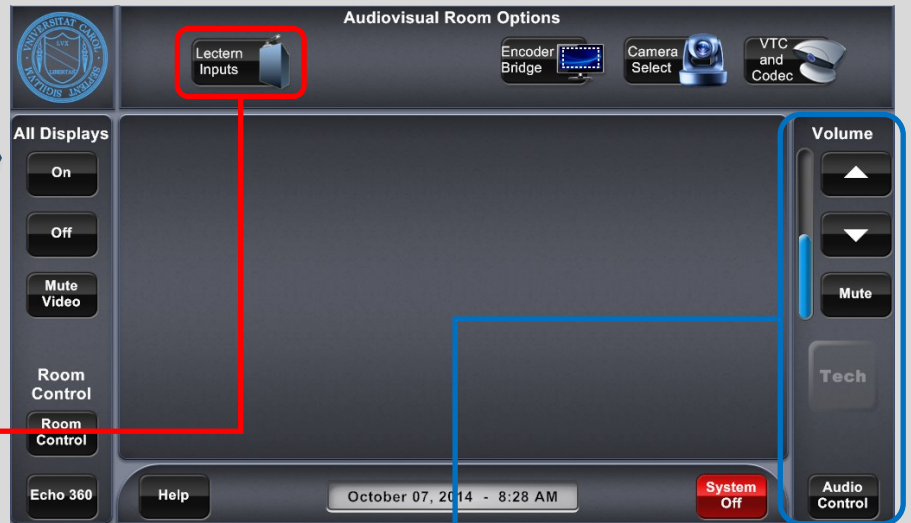


Then, select which display(s) you would like your device to appear on.



THE MAIN SCREEN

The main screen provides access to the normal functions for the room. The projector will turn on automatically. You may power other screens using the **Room Control** button.



AUDIO CONTROLS

To adjust the sound levels in the room, you may use the **VOLUME CONTROL** buttons on the right of the touchscreen. To adjust individual controls, select the **Audio Control** button at the bottom right of the screen.

TROUBLESHOOTING THE BUILT - IN COMPUTER


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

1. Ensure that the computer is not asleep by moving the mouse.
2. Make sure the SMART Monitor is on using the power button at the bottom left.
3. 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 in the cable holder on top of the cabinet. 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**.

FREQUENTLY ASKED QUESTIONS

Where is the microphone?

There are overhead microphones as well as a lavalier microphone in the drawer beneath the keyboard.

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

Yes. Please press the **System Off** button on the touch panel to shut off the monitors and projectors.

Can you please help me???

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

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

MARSICO HALL X04 (LARGE)

USING THE SMART PODIUM

If you would like to annotate the presentation that you are making from the PC, you may use the SMART Sympodium. The buttons at the top of the monitor allow you to select the drawing tools and colors.



If the monitors are blank when you select the **Local PC** input, the SMART Podium may be off. The power light should be green.

	Eraser	Press this button to erase ink from your screen with the tethered pen.
	Black ink	Press this button to write on your screen in black ink with the tethered pen.
	Red ink	Press this button to write on your screen in red ink with the tethered pen.
	Green ink	Press this button to write on your screen in green ink with the tethered pen.
	Blue ink	Press this button to write on your screen in blue ink with the tethered pen.
	Select	Press this button to use the tethered pen to select objects, control your computer and to left-click.
	Right-click	Press this button to use the tethered pen to perform a right-click or control-click on the screen.

MAKING A POINT TO POINT CALL

You should receive an IP Address (###.###.###.###) to dial another video conferencing unit. Use the digits and the decimal point button to enter this IP Address. It will show up in the white box above the digits, and press the green call button.



The buttons used for dialing are highlighted in the image to the right.

MAKING A MULTI-POINT CALL

If you need to contact multiple sites, you will require a meeting to be setup in advance by OIS. Please visit <http://go.unc.edu/CHMED> and click **Video Conference** for more information and to access the **Video Conference Request** form.

THE VIDEO CONFERENCE CONTROL SCREEN

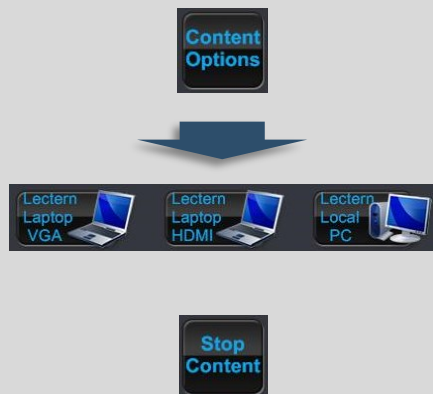
Press **VTC and Codec** if you would like to use the video conferencing controls. Press **Execute Basic VTC Layout** to show the VTC on the monitors.



SHARING CONTENT

You are able to share your presentation from the PC or your connected laptop with the remote viewers. Press **Content Options** then select the device you want to share.

To stop sharing content, press **Stop Content**.



CAMERA SELECTION

To choose a camera, press **Camera Select** and select the appropriate camera, and press **Send to VTC Cam**.

Use the arrows and zoom buttons to manipulate the camera.



SHUTTING DOWN

PLEASE shut down the system by pressing the **System Off** button at the bottom right of the touchscreen.

