# OLD CLINIC AUDITORIUM PANEL

GETTING STARTED

If the touch screen is blank, touch the screen to wake it up. Touch anywhere on the white logo screen 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. The three controls only apply to the program audio (PC or laptop sound). Volume for microphones can be adjusted on the **ROOM CONTROLS** screen. Microphones can be muted at the bottom left of the screen.
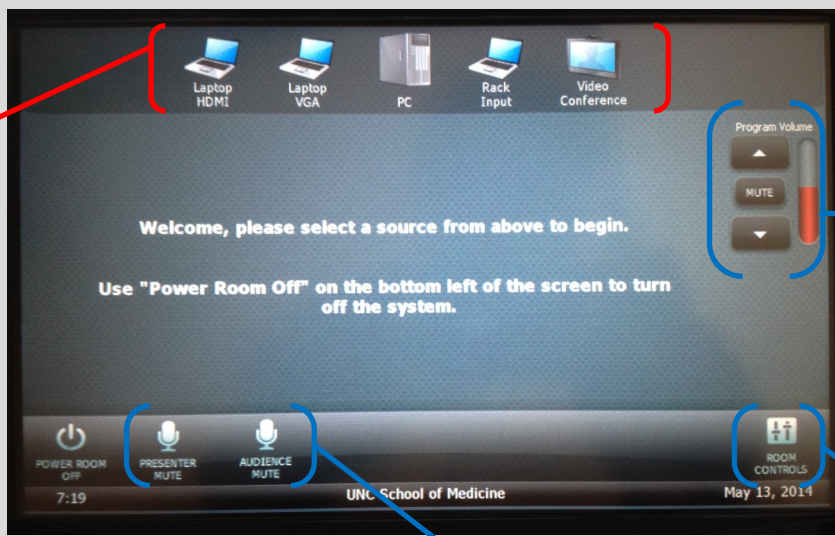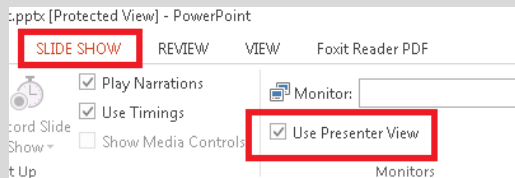
POWERPOINT PRESENTER VIEW

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

1. On the computer keyboard, press and hold the Windows (⊞) key. Then, tap the P key until the "Extend" option is selected.
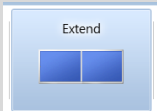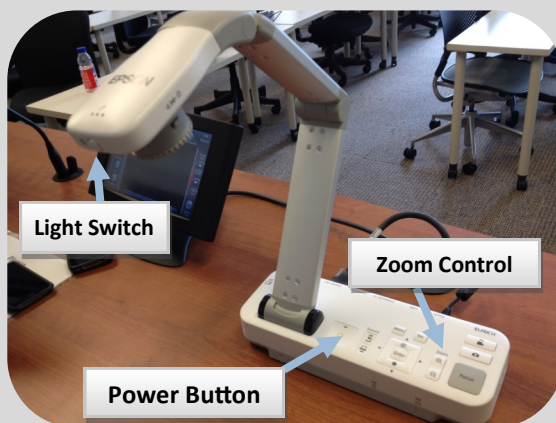
2. Open your presentation in PowerPoint.

3. On the **Slideshow** tab, make sure that **Use Presenter View** is selected.

DOCUMENT CAMERA (UPON REQUEST)

A document camera may be requested for your events. To use it, connect it to the Laptop VGA cable, make sure the power is on and select **VGA Lapotp** on the touch screen.

Light Switch

Zoom Control

Power Button

FREQUENTLY ASKED QUESTIONS

Where is the microphone?

The microphone should be on the podium.

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

*Yes. Please press the **Power Room 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.

SHUTTING DOWN

PLEASE shut down the system by pressing the Power Room Off button at the bottom right of the touchscreen.
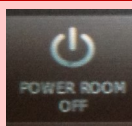
Guides and Resources for School of Medicine IT Classrooms can be found at http://go.unc.edu/CHMEDHelp .