

Greenlaw 526b Room Technology Instructions:

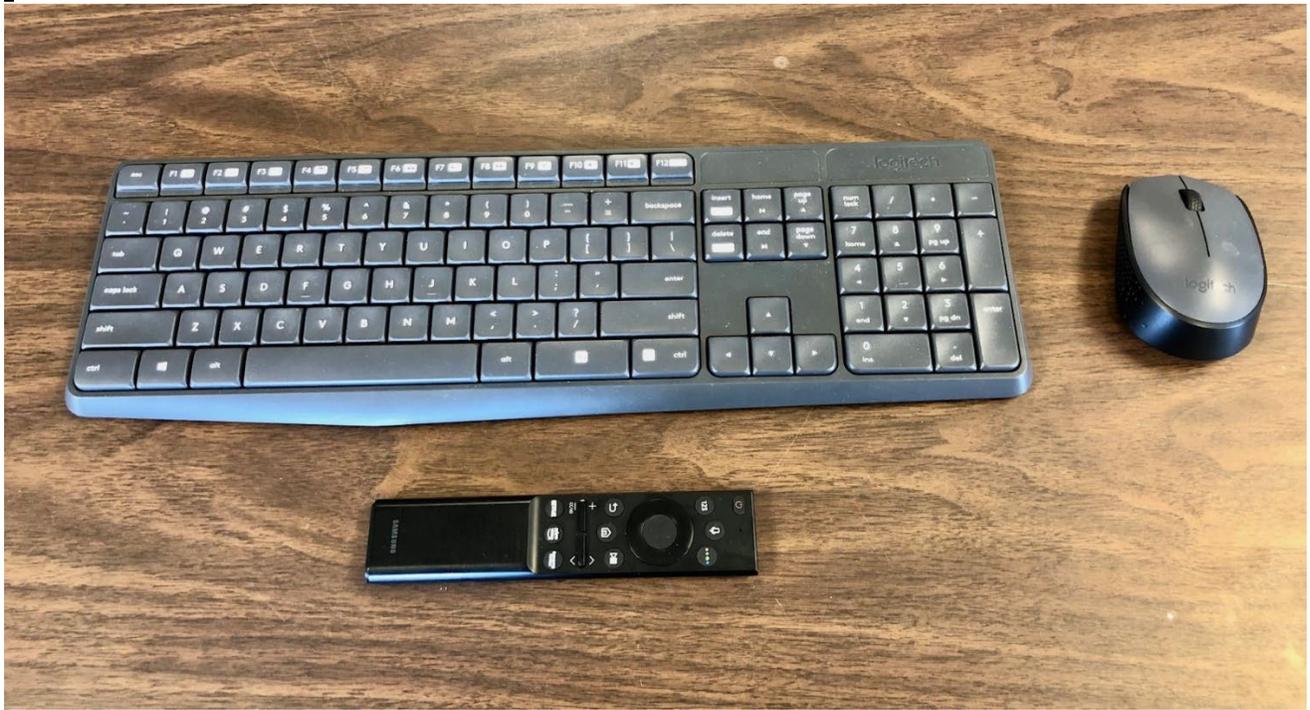
Room Overview: The room technology is set up to be used as a **Windows PC** using the big screen as your computer monitor, controlled by a wireless keyboard & mouse. There is a Windows PC mounted to the wall, behind the screen that it is connected to the screen. You can use it as a normal **PC** to show something to your class or you can also log into your UNC Zoom account and set up the room for a **Zoom Video Meeting**.

When using the PC, you can show your class anything you'd show from a computer, such as a webpage, online video, PowerPoint, etc. Just find the wireless keyboard & mouse, log in with your onyen and you have a Windows PC on the screen.

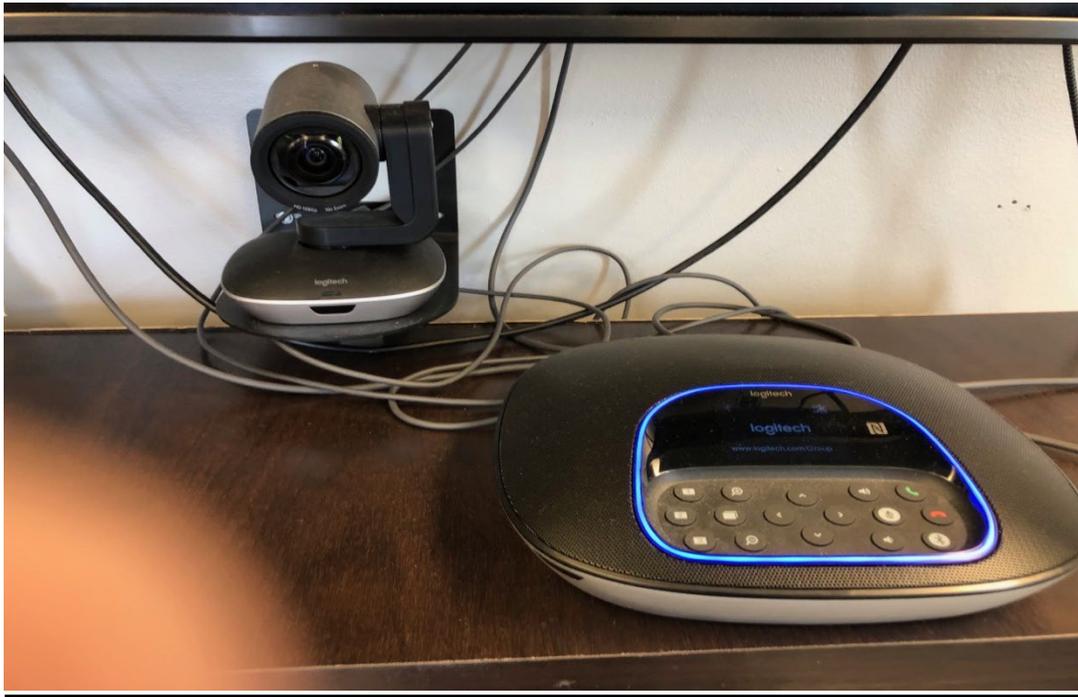
When using Zoom Meeting, you would just log into the computer with your onyen, log into your UNC Zoom account and launch your Zoom meeting. When you log into Zoom, the webcam will wake up and automatically aim towards the center of the room and the speaker microphone will light up blue and be live. The webcam is mounted to the wall under the screen and the speaker/microphone for the Zoom Meeting is sitting on the cabinet under the screen.

Room Equipment:

- Wireless Keyboard & Mouse (already connected to PC...see picture below).
- Remote for TV Screen (See picture below).
- Webcam for Zoom video conferencing (mounted to wall, under the TV).
- Speaker/Microphone unit for Zoom video conferencing (sitting on cabinet under TV).
- 75" screen, which is just a 75" TV (mounted to wall).
- Windows 10 PC (mounted to wall, on the left side, behind the TV).



(Wireless keyboard, mouse and screen remote)



(Webcam & speaker/microphone for Zoom video conferencing)

Before You Begin:

- Find wireless keyboard, mouse and screen remote (see first picture).
- Turn over the mouse and make sure the mouse is powered on (power button underneath).
- Make sure the screen and PC are turned on. The PC is mounted on the wall behind the screen. You may need to hit the power button to turn on the PC.
- If the screen is turned off, use remote to turn screen on (power button, upper left, on remote).
- Most of the time, the PC and screen are always on. Just hit any key on the keyboard, look to big screen and log in with onyen.**

Use the PC:

- Hit any key on the wireless keyboard and use mouse to get to the onyen log in prompt.
- Log into Windows PC with UNC onyen username and password.
- Use TV remote if you need to raise or lower volume. Look for + and – symbol on remote (midway down and to the left). Nudge button up or down to raise or lower volume.
- Log off the PC when done using keyboard and mouse.

Use Zoom Video Meeting:

- Zoom video conferencing is used by logging into the PC (see instructions above ‘Use the PC’)
- Open a webpage, go to this page <https://unc.zoom.us/> and log in with your onyen.
- Schedule a Zoom meeting, then save it. You can then go back and launch the meeting.
- If Zoom software is not installed, then it will automatically download and install it.
- Take the speaker/mic unit and pull it out towards the class and put it on the smaller, round table in the front center of the room. The cable is about 12’. You want this speaker/mic in center.
- When done, get out of Zoom meeting, return speaker to cabinet, then log off of the computer.

Troubleshooting FAQs:

The Screen is Not On:

Turn on screen with remote and make sure the PC is turned on. PC is mounted behind the screen. Just look behind the screen on the left hand-side, find PC and hit the power button. You'll see the power button illuminate with a green light when it is one.

Something Other Than the Windows PC is on the Screen:

The **input source** on TV is most likely not selected to show 'PC.' Take remote, point to screen, hit the little 'home' icon and use the circle above the home icon to move the box to select the 'PC' source box. See image below. The round circle has right, left, up and down arrows in it and you click the right edge (3 o'clock) to move right. You just have to hit the right side of the circle button (3 o'clock). Once you pick the right box 'PC', hit the center button inside the circle to enter. See picture of remote and source inputs below.



You must choose 'PC' as your input source to show the PC on the screen. Use remote to select the input source (see image of remote).

