Dental Science Building
Classroom DSB 0010

Visit the ETMS webpage

*Numbers on images below correspond with written steps.

- Present PC
- Present with Laptop
- Present with Document Camera
- Web Conferencing
- Using PTZ Camera
- Microphones
- Slide Advancer
1. Within the AV rack, make sure the **PC** is turned **ON**
2. Touch the control panel to wake, then press **Turn On System** to start projectors.

3. On the control panel, select **Computer** for left and/or right **projector**.

4. Sign into **PC** using Western credentials.

5. When finished, please power down system, by clicking the **power icon** on the top right of the **control panel**.
Present with Laptop

1. Power up your laptop and plug in the HDMI or VGA cable on the desk

2. Touch the control panel to wake, then select **Turn On System** to start projector

3. Select **laptop** for left and/or right projectors
4. When finished, please power down system by clicking the **power icon** on the top right of the **control panel**

Present with Document Camera
1. To turn **ON** the document camera, pull the body upward using the small handle. The camera and its light will turn **ON** automatically.

2. On the control panel, select **Doc Cam** for left and/or right **projectors**.
3. Once you’ve finished with the document camera, pull the small handle down to turn off the camera and light.

4. Also, please power system down by clicking the power icon on the top right of the control panel.

Web Conferencing

1. Web conferencing will only work when using the PC.

2. Once the PC is ON and projected, sign in using Western credentials and run desired web conferencing software.

3. Be sure you’re using the in-room microphone(s) and that they are turned ON.
4. The in-room PTZ camera can also be used as web camera (see PTZ controls below)

5. If assistance is needed, please contact ETMS
1. The in-room PTZ Camera can be presented on the projectors in-room or used as a web camera in web conferencing tools.

2. You can control the camera through control panel or by using the PTZ camera remote.
Microphones

1. A wireless lapel microphone and a hand-held are provided on the desk and may be in a black pouch

2. Choose desired Microphone

3. Turn on the hand-held by the power button on the handle
4. The wireless lapel microphone is best clipped to your shirt near the bottom of your neck. The microphone should be facing up towards your mouth.

5. The wireless transmitter can be clipped on your pants or placed in your pocket.

6. Turn on the lapel microphone by pressing the power button on the top of the transmitter.
7. When finished with the microphones, please turn them off and place back in the black pouch

Slide Advancer

1. The slide advancer can be found on the desk

2. With the advancer, you can flip forward and backwards through your PowerPoint slides
3. The top button on the advancer activates a laser pointer, which should only be used towards the projection screen

*Observe precaution when handling the laser pointer by avoiding direct eye exposure