Medical Science Building
Room 148

Present with PC
Present with Laptop
Web Conferencing
Microphones
Slide Advancer

Visit the ETMS webpage
Present with PC

1. Be sure the PC is turned **ON** in the AV Rack

2. Touch tap touch panel or press power to turn **ON**
3. Press Presentation

4. Choose Computer Input for either side projection, center projection or both

5. Sign into PC sign in using Western credentials

6. Microphones are on the desk and may be in a black pouch

7. When finished, power off the system by tapping the power button on the top right of the panel
Present with Laptop

1. Tap on the control panel or press power to turn ON

2. Press Presentation

3. Plug laptop in via the HDMI or VGA cable on the desk and be sure your laptop it turned on
4. Choose **Laptop Input** for either **side projector, center projector** or both

5. Microphones are on the desk and may be in a black pouch

6. When finished, power off the system by tapping the power button on the top right of the panel

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**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 program
3. If assistance is needed, please contact ETMS

Microphones

1. A wireless microphone and a handheld 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 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 clips on your pants or placed in your pocket
6. Turn on the microphone by pressing the power button on the top of the transmitter

7. When finished with 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 backward through your PowerPoint Slides

3. The top button on the advancer activates the laser pointer, which should only be used towards the projectors

*Observe precaution when handling the laser pointer by avoiding direct eye exposure
1. To turn on the document camera pull the body upward using small handle. The camera and its light will turn on automatically.

2. On the control panel the Doc Cam should be selectable.
3. Select the side projector, center or both projectors you which to display the document on

4. Once you’ve finished with the document camera, pull the small handle down to turn off the camera