James A. Thomas Hall Classroom Technology
Quick Start Guide To Presentation, Phone Call & Video Call Modes

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Table of Contents

PRESENTATION MODE
Room PC, Laptop or Doc Cam

• Tap the screen on the Control Panel, located at the teaching station

• To power on the projector, screen(s) and audio system, select "Presentation"

• Next, select which device you desire to use: Room PC, Laptop or the Doc Cam

• Note: If Room PC is selected and the computer is not visible, tap the spacebar to wake the PC. If the PC is still not visible, check to see that the PC is powered on in the cabinet under the teaching station.

If you need further assistance, contact the DoIT Helpdesk at 521-6260 or by email at help@uncp.edu

3
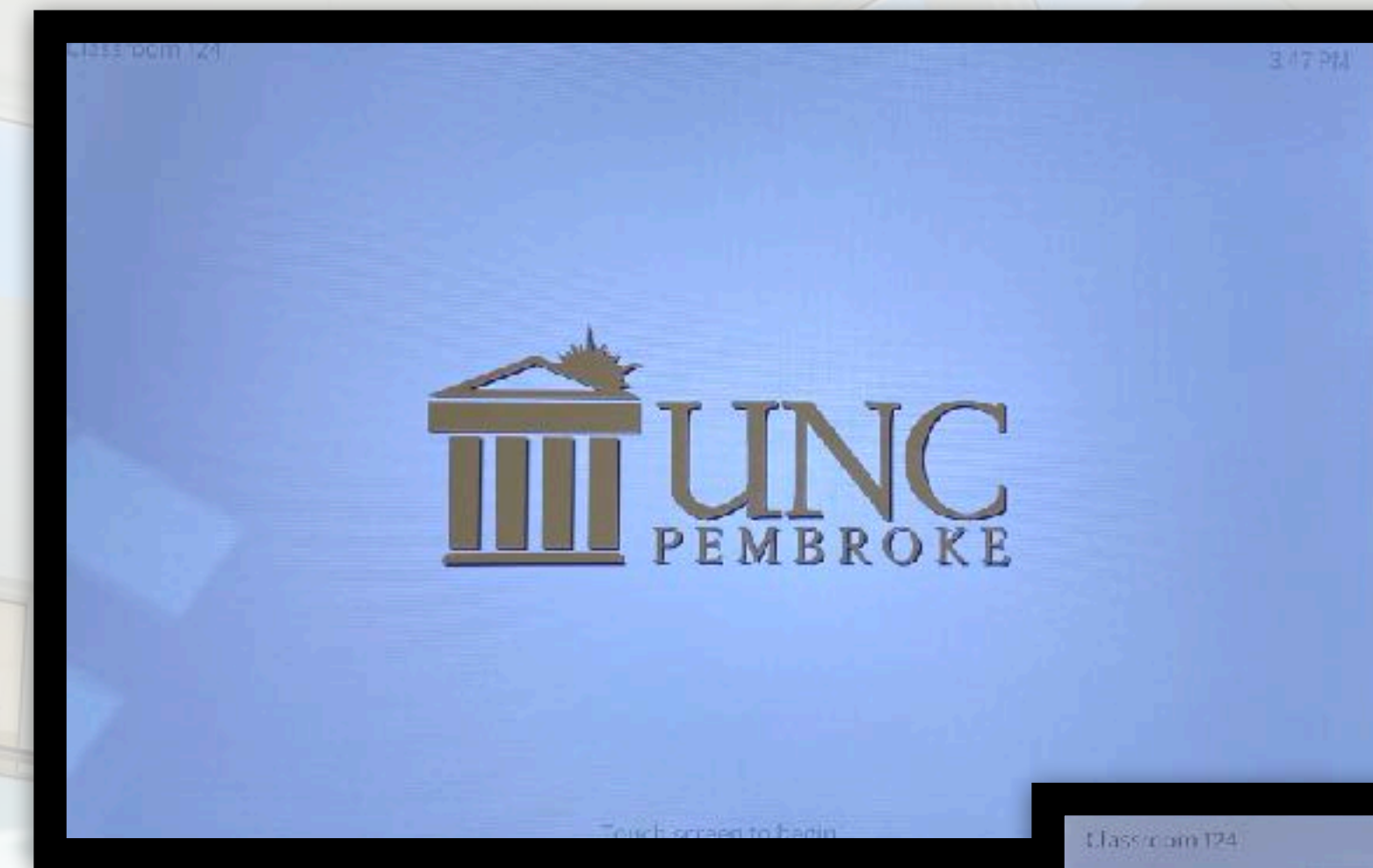
"Presentation" mode must be selected to power on projector and screen.
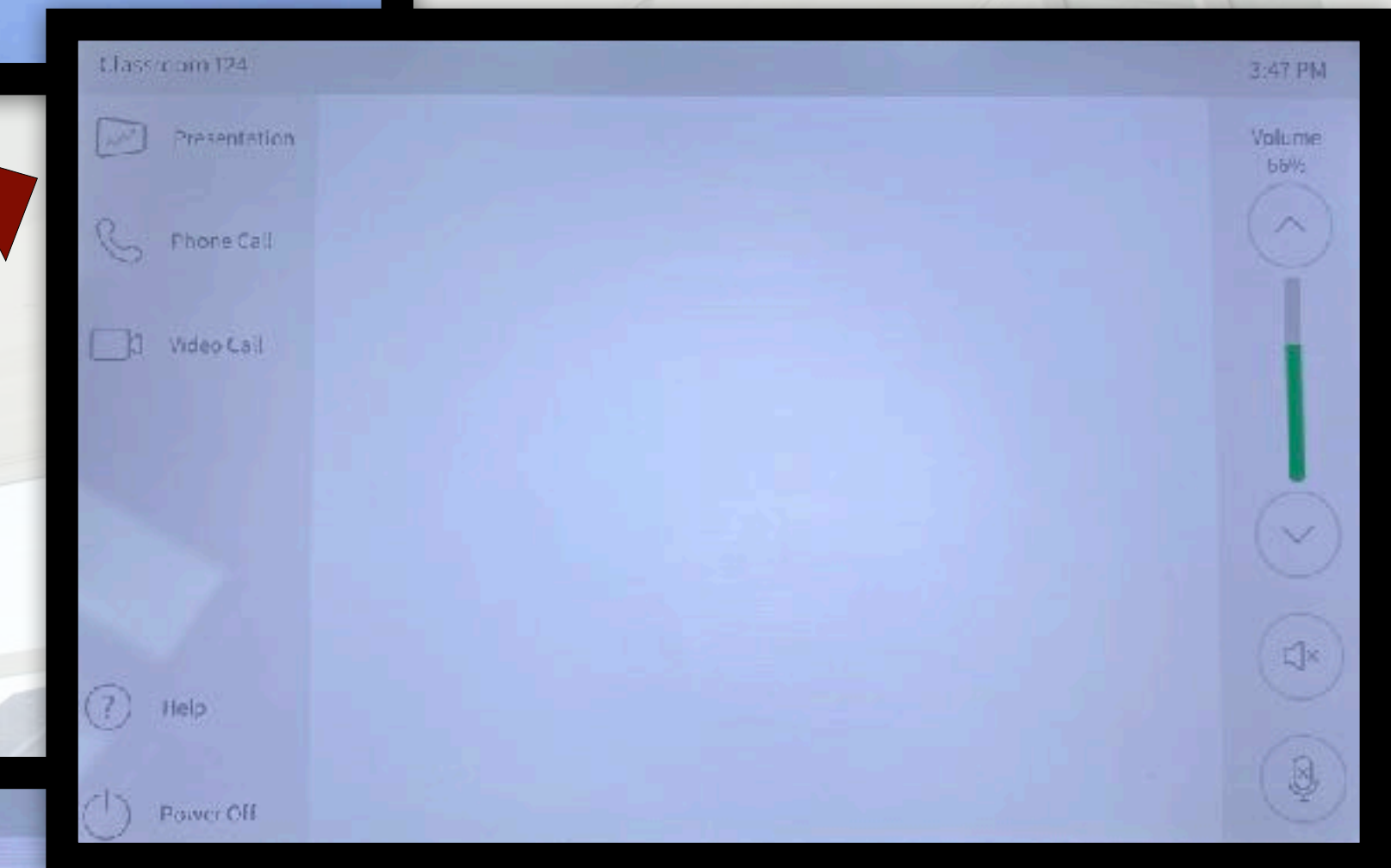
After selecting "Presentation", tap on your desired device to be used.
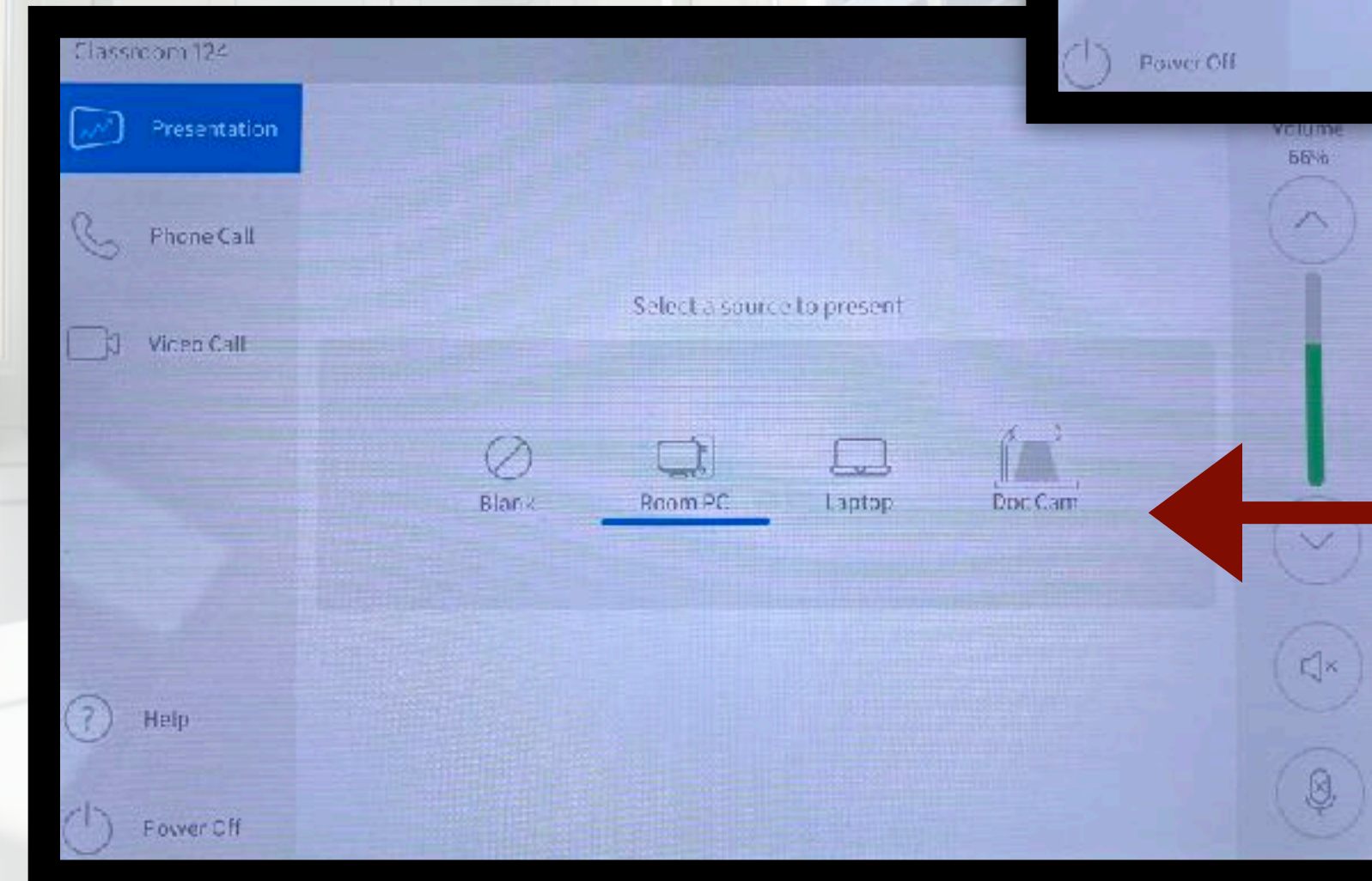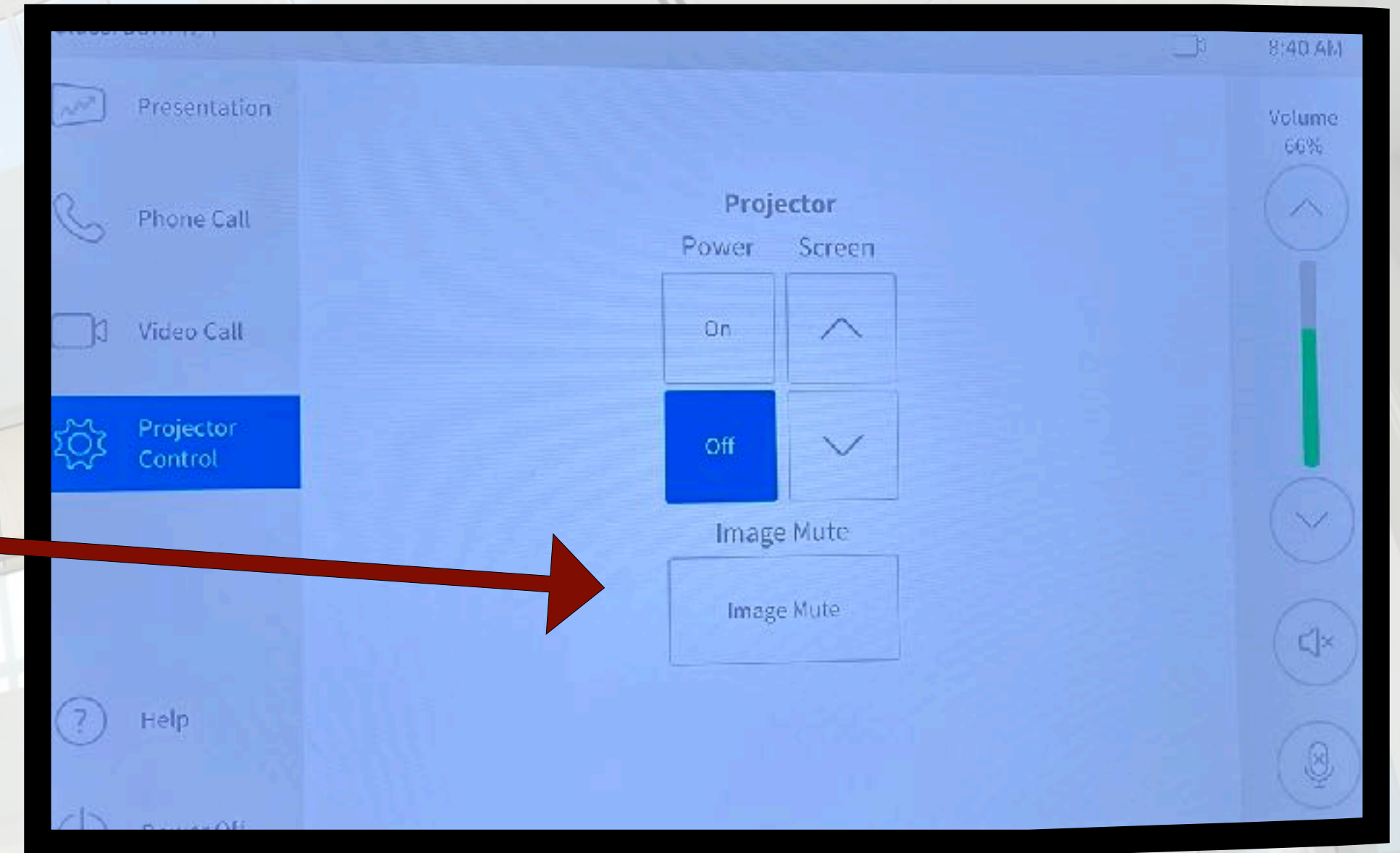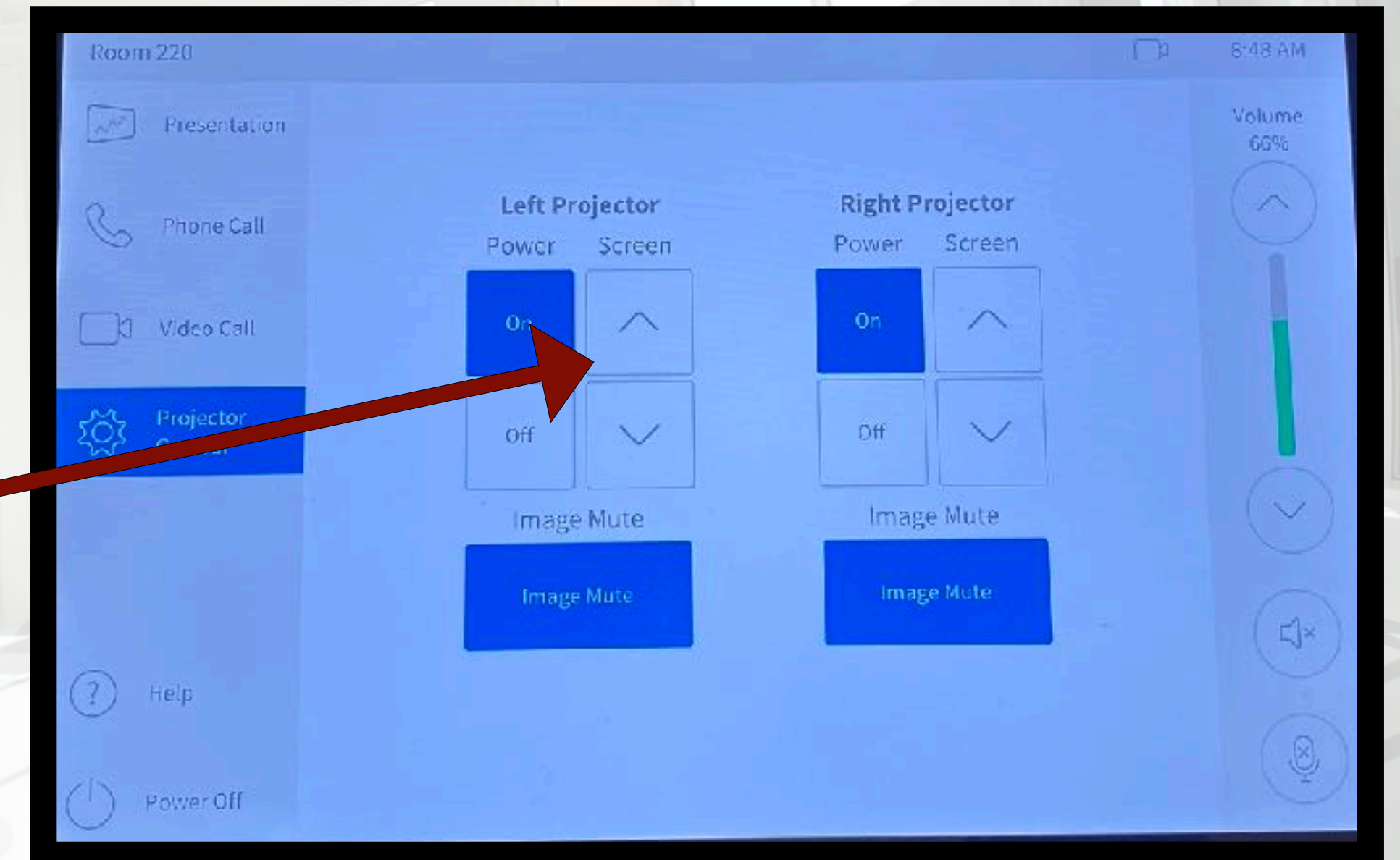
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IMAGE MUTE
Room PC, Laptop or Doc Cam

- To mute the image or retract the screen, select Projector Control

- To mute the image, select **Image Mute.** To retract screen select the up arrow

- In rooms with dual projection, you have the option to mute the image of one projector while using the other

- Note: If **Room PC** is selected and the computer is not visible, tap the spacebar to wake the PC. If the PC is still not visible, check to see that the PC is powered on in the cabinet under the teaching station.

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4

To mute the image for privacy, select Image Mute

To retract the screen, select the up arrow
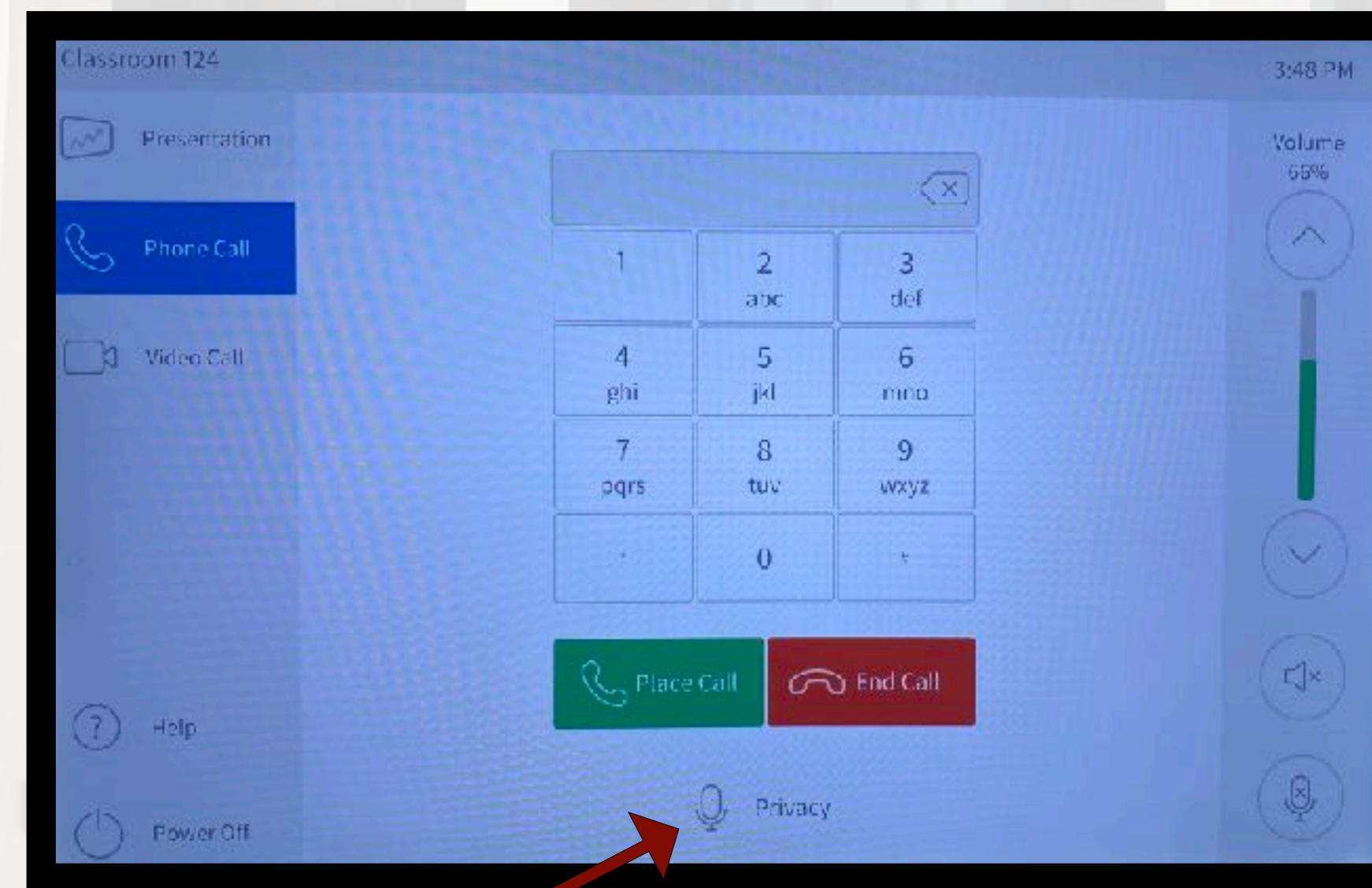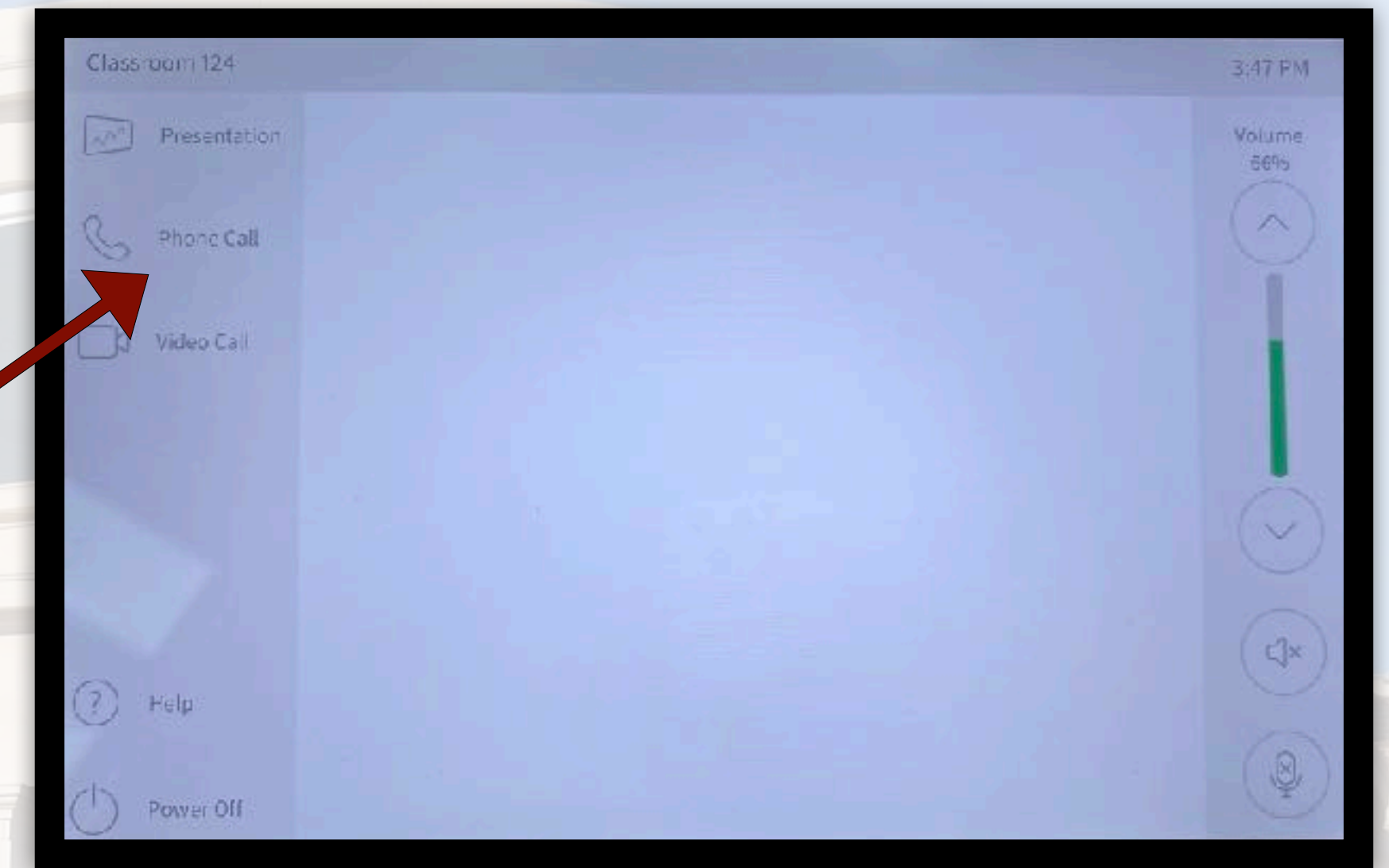

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PHONE CALL
INTERNAL & EXTERNAL CALLING

• Tap the screen on the Control Panel, located at the teaching station

• To Power On The Projector, Screen(s), and audio system, select "Phone Call"

• To dial internally, type the desired four digit extension and then press "Place Call". To dial an external number, type 9 and the desired number and press "Place Call". Press "End Call" to disconnect the call.

• Audio from your "Phone Call" will be audible via the ceiling speakers. Audio from the classroom will be transmitted to the caller using the ceiling microphones and/or any microphones at the teaching station (including wireless microphones).

• To mute outgoing audio, press "Privacy". To mute incoming audio press the speaker icon.

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5

"Phone Call" mode must be selected to power on microphones & speakers needed for the call.

Press The Volume Controls To Increase or Decrease Loudness In The Room

Press The "Privacy" button to mute room audio.

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VIDEO CALL
WEBEX/ZOOM VIDEO CONFERENCE

• Tap the screen on the Control Panel, located at the teaching station.

• To Power On The Projector, Screen(s), and audio system, select "Video Call".

• Press Dialpad and type the video address for your "Video Call" in the address bar. The video address or SIP URI address can typically be found in your meeting invitation. If using your Webex Personal Room, type the personal room address which is firstname.lastname@uncp.webex.com. Next, press "Place Call".

• Audio for your "Video Call" will be audible via the ceiling speakers. Audio from the classroom will be transmitted to the video participants using the ceiling microphones and/or any microphones at the teaching station (including wireless microphones).
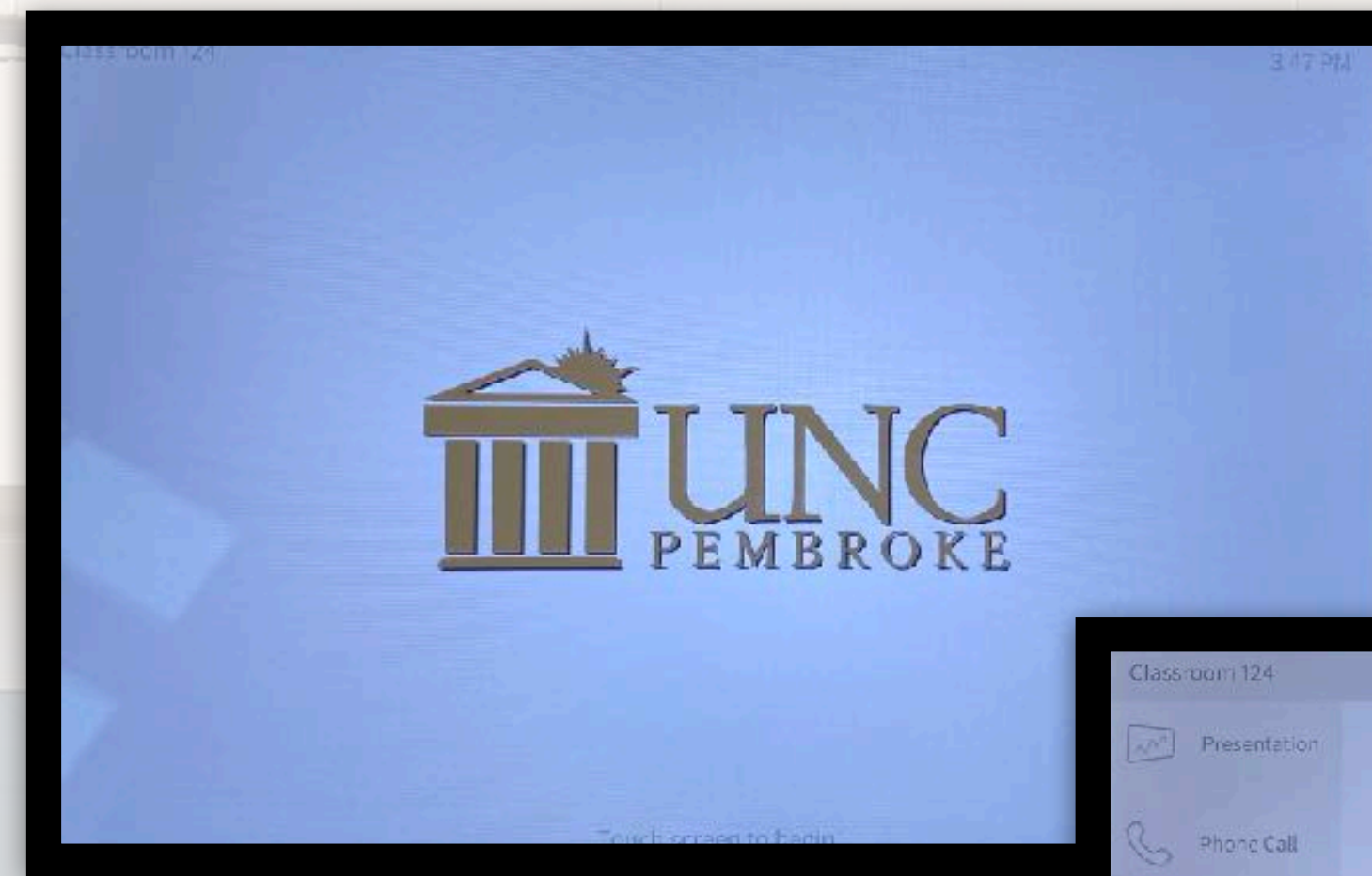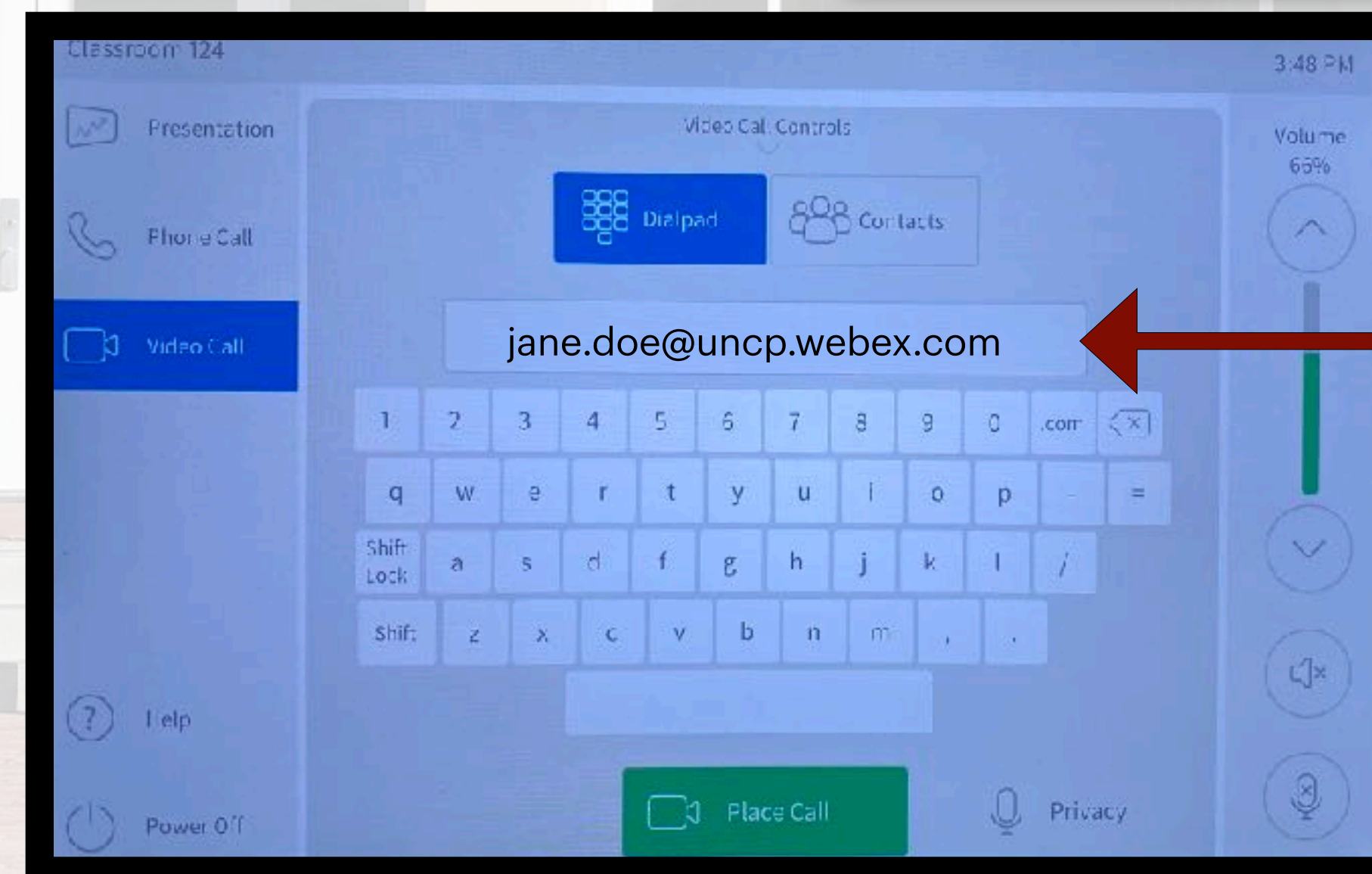
"Video Call" mode must be selected to power on projector, screen & audio system.
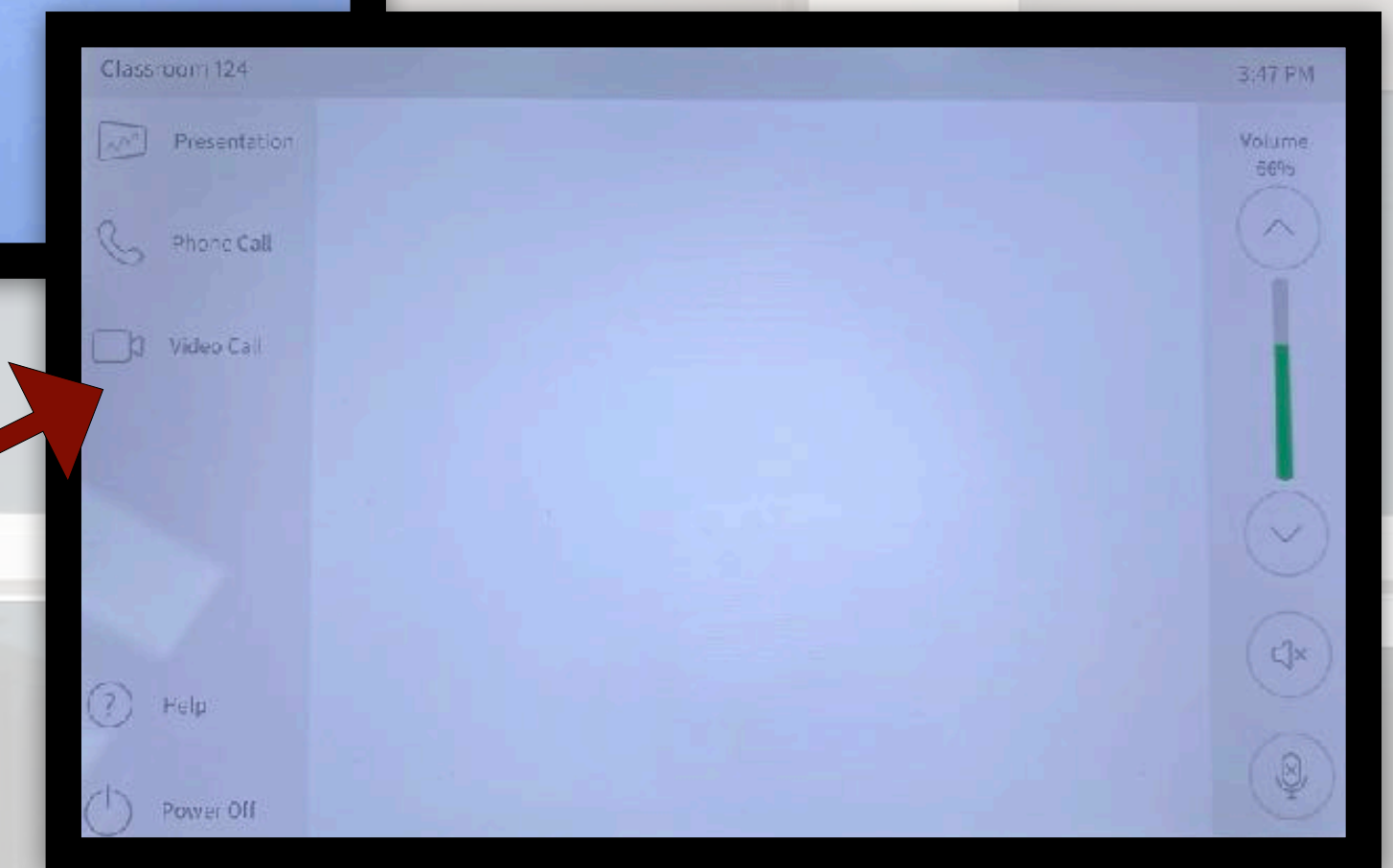
Enter the video address of your class/meeting in the address bar.

jane.doe@uncp.webex.com

VIDEO CALL
SHARING COMPUTER CONTENT

• Once in the video call, you have the option to share content from the Room PC, Laptop or Doc Cam under the **Video Call Controls** tab. To do so, select the **Video Call Controls** tab and simply select the desired source.

• Note: If Room PC is selected and the computer is not visible, tap the spacebar to wake the PC. If the PC is still not visible, check to see that the PC is powered on in the cabinet under the teaching station.

• To mute outgoing audio to the video participants, press "Privacy". To mute incoming audio press the speaker icon.

• To record your Webex video call, press "Record". Recorded files are located at your Webex Account Page located at uncp.webex.com.

• To end your video call, select the "End" icon.

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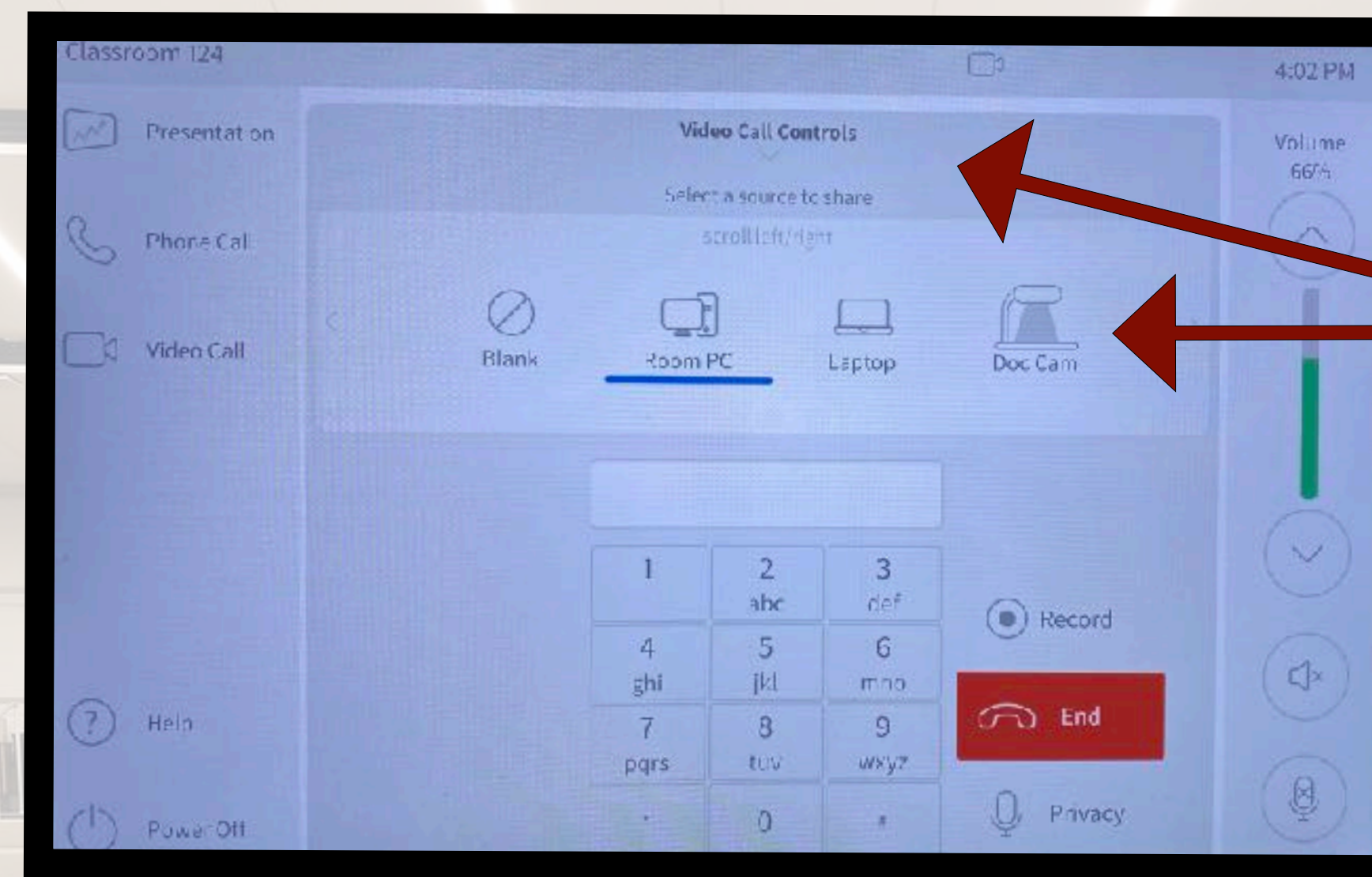
Tap Video Call Controls and then select your desired device to share content during the video call.

Visit uncp.webex.com to access your Webex recordings. Sign in using your UNCP credentials.

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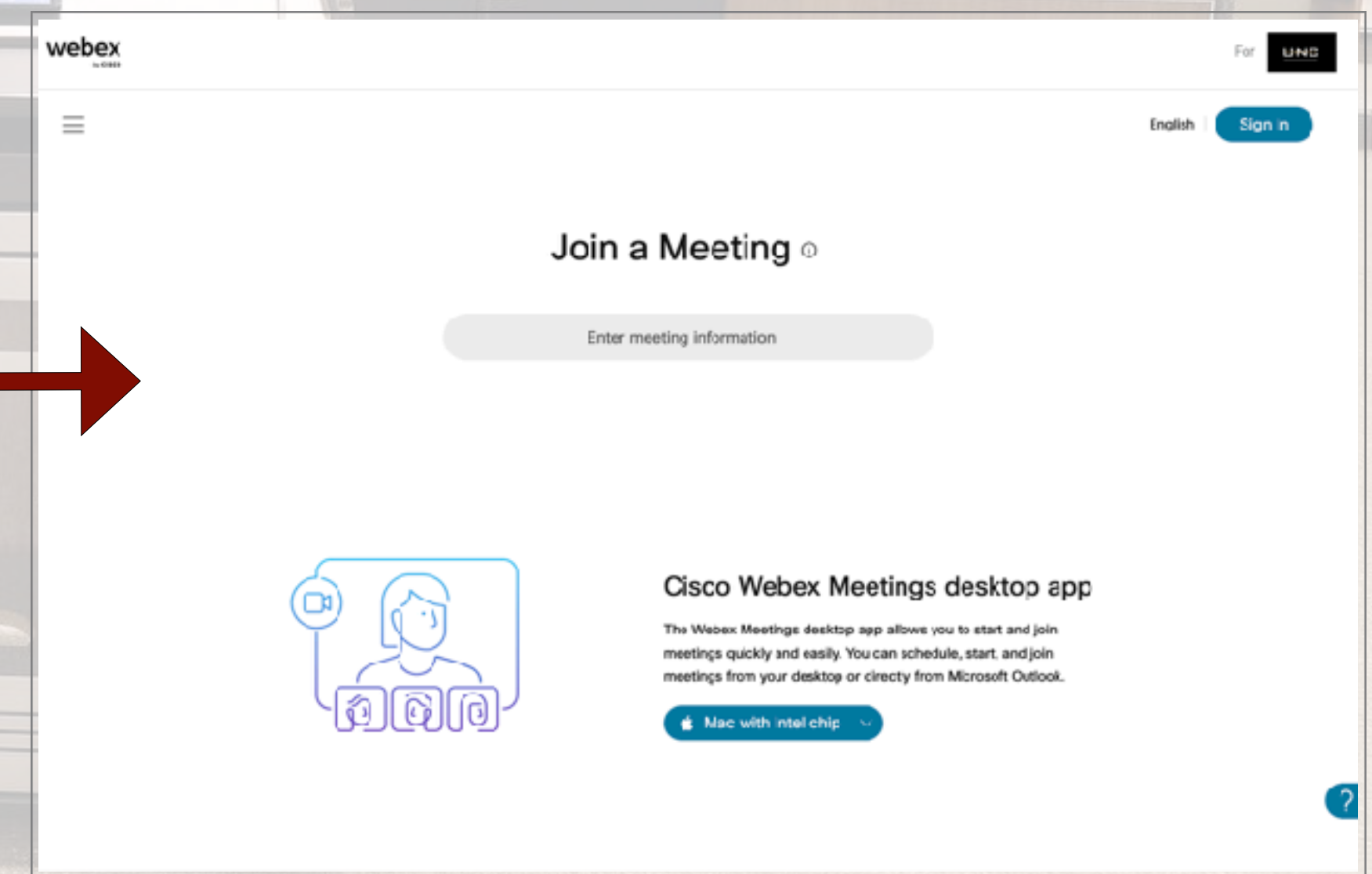
VIDEO CALL
CLASSROOM CAMERA CONTROL

• Cameras in classroom locations are Presenter Track enabled meaning they use facial recognition and voice to follow the speaker at the front of the room.

• If you have a reason to adjust a camera manually, select the camera icon on the top right corner of the control panel. Once selected, you have capability to pan and zoom your desired camera. In addition, you have an option to remove the "Selfview" video screen that may be displaying.

• Note: Presenter Track works largely off of facial recognition which can be hindered by face mask. If the camera is not following you, briefly remove your mask so the cameras can complete the facial recognition. Once completed, the Presenter Track should follow you around the front of the room.

• To record your Webex video call, press "Record". Recorded files are located at your Webex Account Page located at uncp.webex.com.
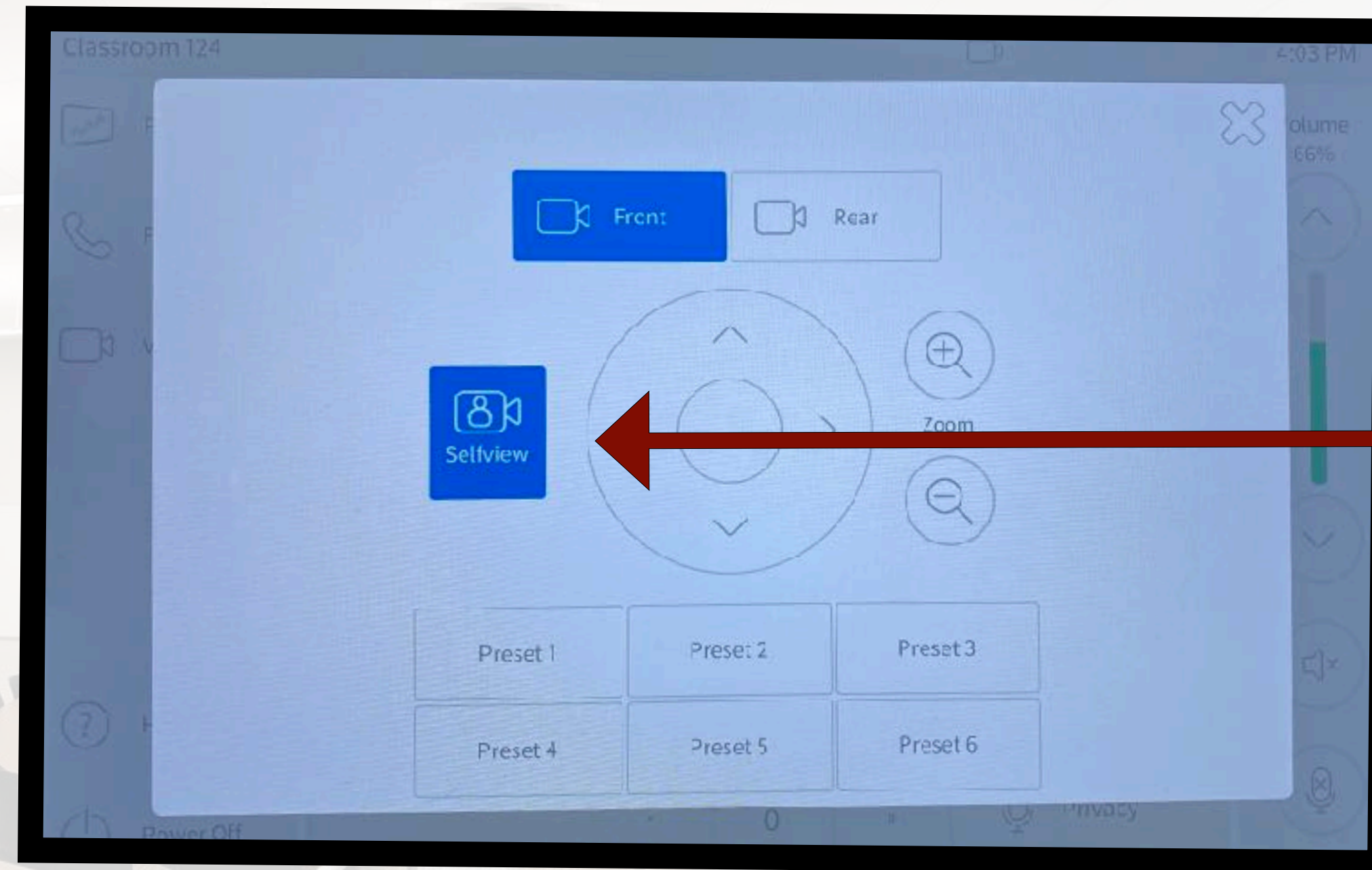

To disable the selfview image locally, select "Selfview" and it will be removed from the screen This does not disable your outgoing video to your participants.
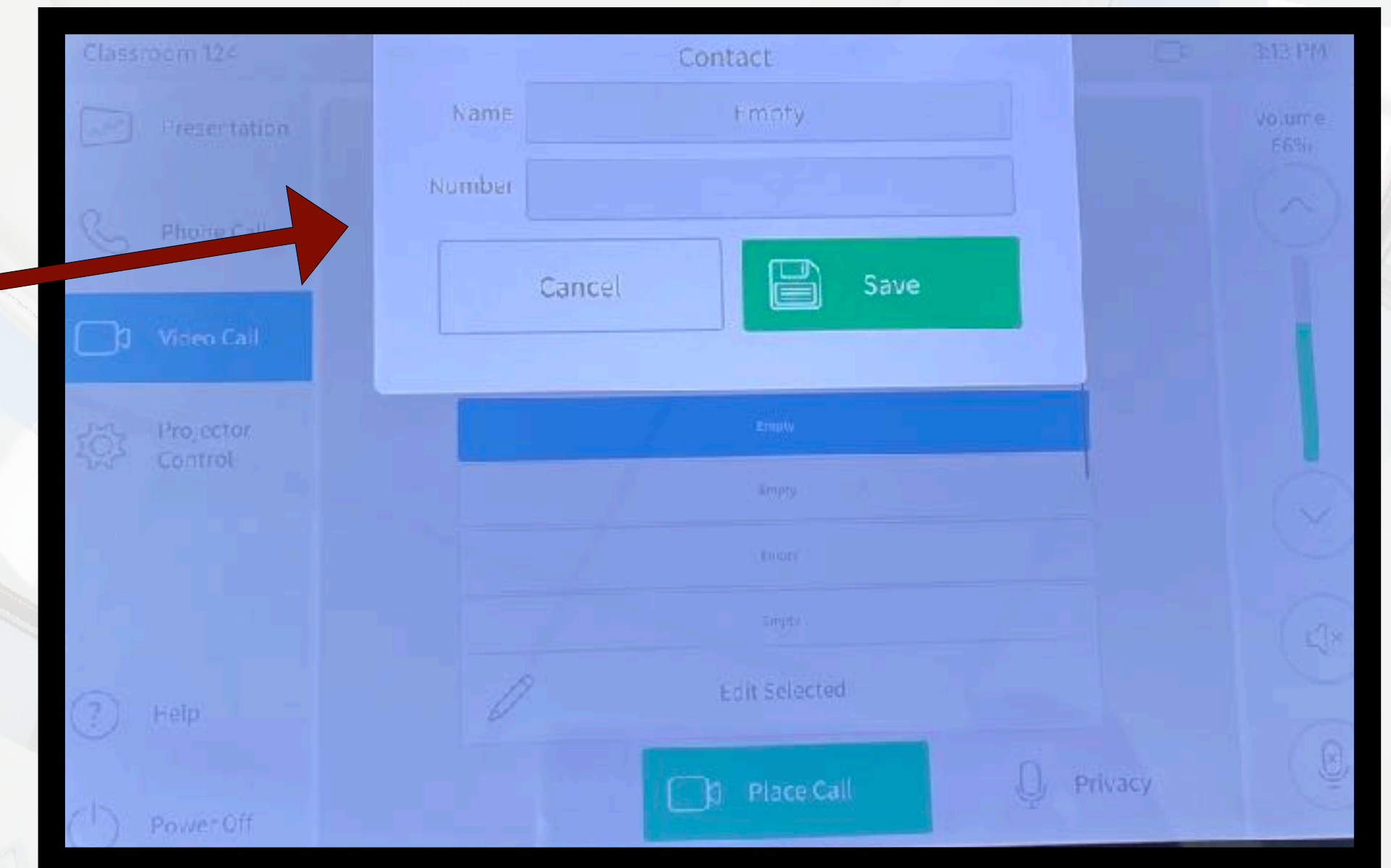
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VIDEO CALL
SPEED DIALING w/CONTACTS

• The "Contacts" icon allows you to store video addresses that you may desire to call on a frequent basis.

• To store an address, select "Contacts" and then select an empty address slot. Next, press "Edit Selected" and then enter the name of the address and type in the desired video address, then select "Save".

• To dial a video address from the "Contacts" list, select "Contacts", then select the desired address & press "Place Call".

Select an empty slot to edit & save your video address
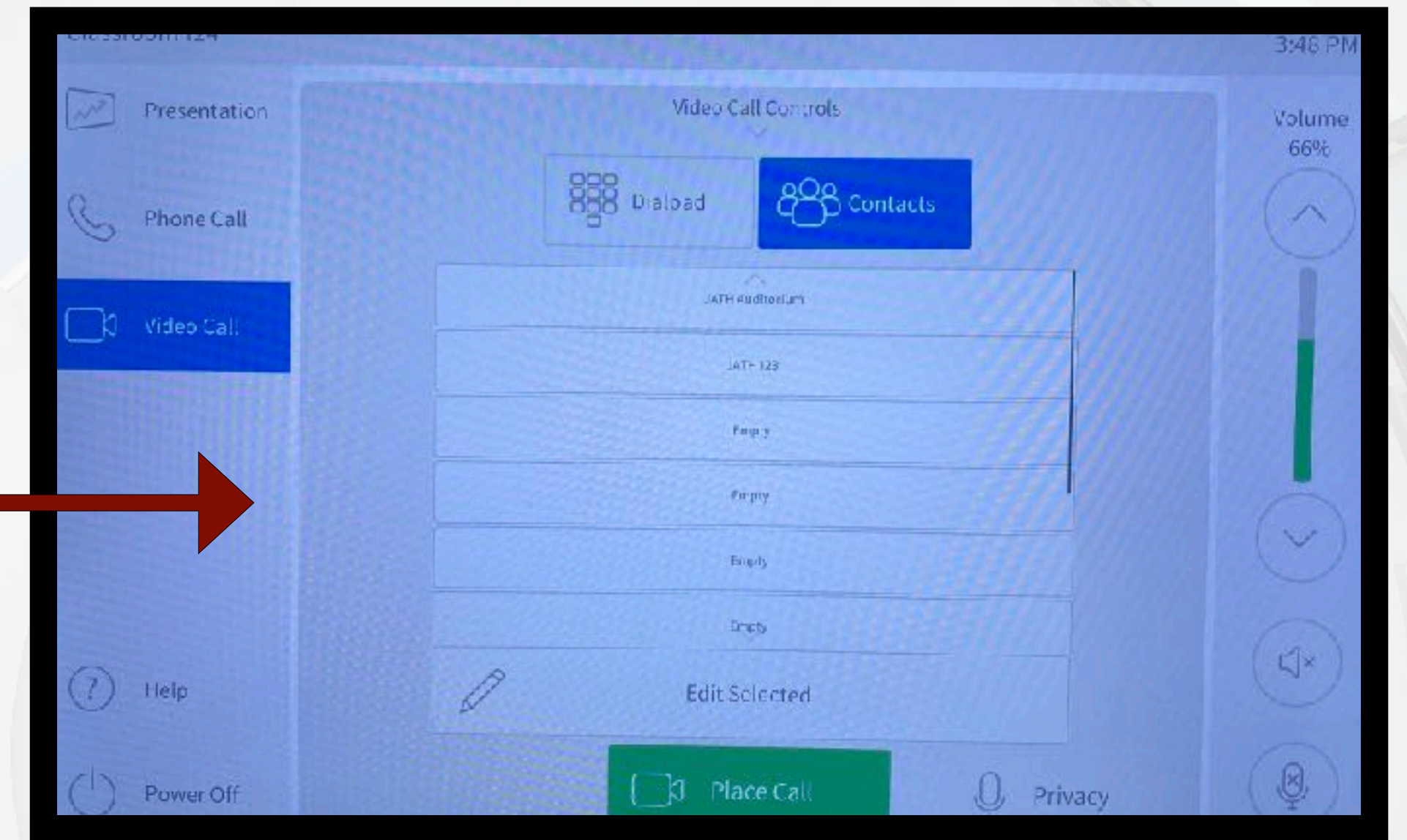
First, type in the contact name you desire & then save. Next, type in the video address to be associated with your chosen name

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END SESSION

- System Power Off: To power off screen, projector and audio system, first log off the PC, then select the "Power Off" icon on the bottom left. Next, select "Power Off Now". This will retract the screen(s), and power off the projector and screens at the teaching station.

Select Power Off & Then Power Off Now

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