

Need help with the Audio Visual Equipment? Call **IMATS**:

212-854-2418

avservices@barnard.edu

Diana 203

- **How do I turn on the A/V system?** Press the **ON** button on the podium to turn the projector on and then select your desired source button.
- **How do I use the instructor PC?** Select **PC** on the touch panel for the instructor PC.
- **How do I use my own laptop?** Connect either the VGA or HDMI cable to your laptop. On the podium select **VGA** for VGA or **HDMI** for HDMI.
- **How do I wirelessly project my laptop or other device?** Select **WIRELESS** and make sure your device is on the **Barnard Guest** Wi-Fi network. Then follow the instructions projected on the screen.
- **How do I play a DVD or Blu-Ray?** There is no DVD/Blu-Ray player in this classroom. Please request a player from IMATS AV.
- **How do I make a video conference call?** On the instructor PC start your video conference call and then within the video conferencing software select the desired HuddleCam. To adjust the pan, tilt or zoom use the HuddleCam remote control and select camera 1 for the instructor camera and camera 2 for the student camera. No additional microphone is needed as there is a wall microphone providing full room audio coverage.
- **How do I control the audio volume?** The volume knob is located below the control buttons on the podium. Please make sure the PC or laptop volume is not muted.
- **How do I turn off the A/V system?** Press the **OFF** button on the podium.