Gardner 110 Technology Instructions:

Use the PC (Windows 10):
- Make sure PC is turned on. The PC is located in the keyboard pull out in the desk.
- Check box at main office with keyboard, mouse, remotes, etc.
- You must use the wireless keyboard and mouse to control the PC.
- Make sure the mouse and keyboard are turned on.
- Use TV remote to turn screen on.
- Use TV remote and push 'Input' button, select 'Input 1', use circle buttons.
- Log on to Windows PC with UNaver username and password.
- Use TV remote or PC volume if you need to raise volume.
- Log out when finished.

Use Video Conferencing:
- Video conferencing is used with PC.
- Use any type of video conferencing software such as Skype or Zoom.
- Do not touch webcam. It will wake up and adjust when you log into Skype.
- Use webcam remote to control camera position to zoom in and out.
- Use webcam remote to control speaker/mic volume.
- Test audio and video settings in Skype (tools, options, audio & video settings).
- Log out when finished.

Connect Your Laptop to Screen with Cable:
- To the side of the desk there is an HDMI cable.
- Connect either the HDMI connection or MiniDisplay Port connector to your laptop.
- The adapter works on both a Mac and PC laptop.
- Turn laptop on.
- Take TV remote and push 'Input' button, select 'Input 2', use circle buttons.
- Your laptop should be on one of the UNC WiFi networks (Eduroam, PSK or Guest PSK).

Shutting Down:
- Log out of PC
- Turn off monitor with remote
- Place keyboard, mouse and remotes in check out box.
- The camera will turn off by itself.
- Return box to main office.

Problems?
Contact staff in main office.