

This room contains two projectors, a built-in PC, HDMI connection, document camera, clip-on microphone, and wireless collaboration. The equipment in this room is controlled by a touch panel interface at the instructor station. The projectors can be controlled separately. Projector 1 is closest to the instructor station, while Projector 2 is farthest.

System On

Touch the panel to wake it and press the ON button.

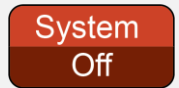


If the panel is already on, use the Projector Controls on the left side to turn the projectors on.

Wait 60 seconds for the projectors to power up. The system starts with the PC screen displayed

System Off

Press the **System Off** button on the touch panel and confirm shutdown.



Wait 60 seconds before powering on again.

Please turn the AV System off before leaving the room. Sign out of the PC, but do not turn it off.

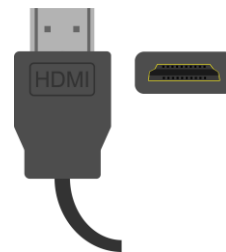
Use the PC

1. Move the mouse or press a keyboard key to wake the PC. If nothing displays on the monitor:
 - a. Check if the monitor power is on.
 - b. Check if the PC power is on.
2. Login with your VIU credentials.
3. Select **PC** on the touch panel.
4. Sound volume can be controlled from the PC and the touch panel.

Connect your own device

An HDMI cable is located at the instructor station.

1. Ensure your device is powered on.
2. Plug the HDMI cable into your device.
3. Select a projector at the top of the touch panel.
4. Select **HDMI** on the touch panel.
5. Repeat for the other projector if necessary.



If the picture doesn't appear:

Windows: Press  + P to select a presentation option (usually Duplicate).

Mac: Go to System > Preferences > Display > Arrangement > Mirror.



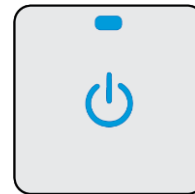
If you still see a black screen, toggle the **Black Screen** button on the touch screen.



For assistance, contact the IT Service Desk by phone at 250-740-6300.

Use the document camera

1. Extend the camera arm to point in the desired direction.
2. Press the power button on the document camera.
3. Select a projector at the top of the touch panel.
4. Select **Cam** on the touch panel.
5. Repeat for the other projector if necessary.
6. Press the power button **twice** to turn it off after use.



Use Zoom video conferencing

This room is equipped with overhead microphones and a camera for video conferencing.

1. Sign in on the PC and open Zoom.
2. Sign in to Zoom with SSO and enter “viu” as your domain.
3. Enter your VIU Computer Account credentials.
4. Set the input on the touch panel to PC to see the camera controls.
5. Turn the camera on with the power button at the top left of the camera controls.
6. Adjust the camera orientation on the touch panel as needed, or select a preset:
 - a. Preset 1 – instructor station
 - b. Preset 2 – white boards and projector screen
 - c. Preset 3 – side view of room
7. Create or join a meeting.

If you're experiencing any audio or video issues, go to the Zoom settings and confirm the following:

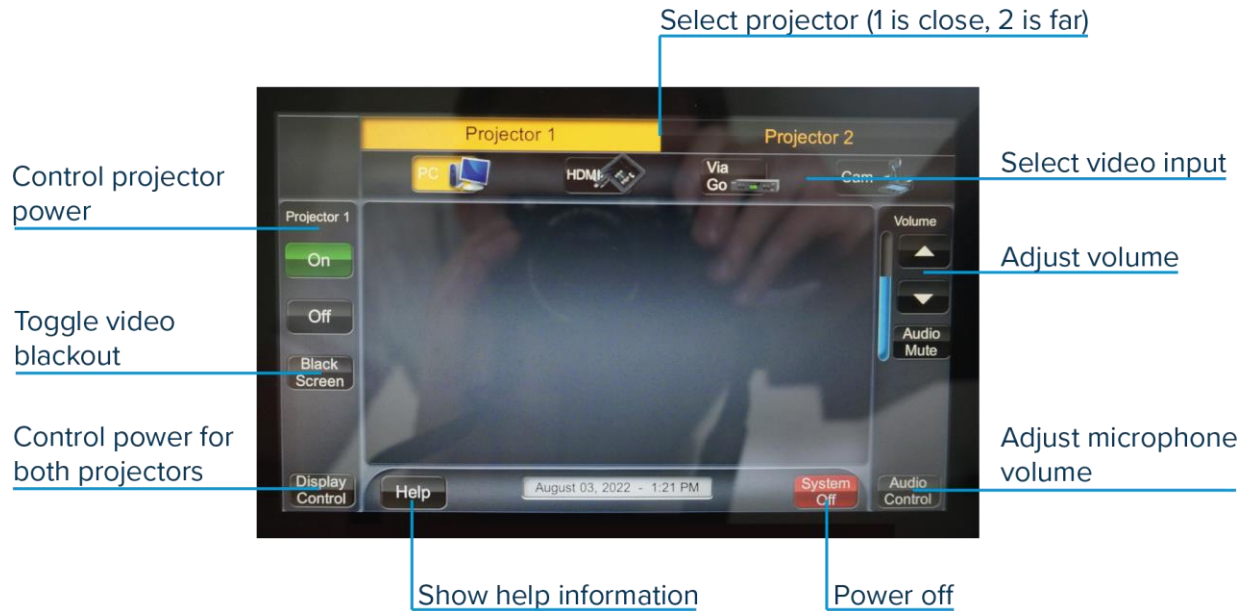
- Video – Camera: EasyIP Mixer.
- Audio – Speaker: Extron HDMI
- Audio – Microphone: Echo Cancelling Speakerphone

Use the wireless mic

1. Remove the microphone transmitter and clip from the charging cradle.
2. Clip the microphone to a lapel or piece of clothing.
3. Press the red power button **firmly** to turn the mic on.
4. Adjust the microphone volume by pressing the Audio Control button on the touch panel.
5. When finished, turn off the microphone by holding the power button for a few seconds.
6. Return the mic to the charger.

Wireless collaboration

1. Connect your device to the **viu-secure** wireless network.
2. Select a projector at the top of the touch panel.
3. Select **VIA GO** on the touch panel.
4. Repeat for the other projector if necessary.
5. Follow prompts on the screen to connect.
6. See the VIA GO manual in the AV drawer for more details.



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