B305 R507 | Room Technology Guide

This room contains one projector and a TV, a built-in PC, HDMI connection for personal devices, Via Go wireless collaboration and video conferencing equipment. The equipment is controlled by a touch panel interface at the instructor station.

System On

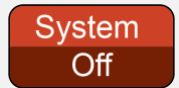Touch the panel to wake it and press the ON button.

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.

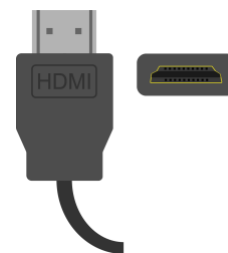**Please turn the AV System off before leaving the room. Sign out of the PC, but do not turn it off**.

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. Sign in with your VIU credentials.
3. Select **PC** on the touch panel.
4. Volume can be controlled from the PC and/or 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.

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 the prompts on the screen to connect.

Use Teams Conferencing

1. Select the Conference Mode from the Room Mode menu on the touch panel.
2. Select **PC** on the touch panel to see the camera controls.
3. Select the Front or Rear camera, ensure power is on, and position as needed.
4. Create or join a meeting.

If you're experiencing any audio or video issues, go to the Teams settings and confirm the following:
- Video – Camera: Extron Media Port 200
- Audio – Speaker: Extron HDMI
- Audio – Microphone: EasyIP Mixer