

This room type contains two TV's, a PC, and HDMI connections for laptops and other devices, and a PTZ camera and microphone. The remote control for the TV is usually found on the boardroom table.

## TV's On

Press the ON button on the remote.

Please wait 60 seconds for the TV's to fully power up.

## TV's Off

Press the OFF button on the remote. The TV's will shut down.

**Please turn the TV's off before leaving the room.**

## 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. Press the input button on the remote until you are on AV-HDMI input on both TV's.
4. Control volume on the PC.

## Connect your own device

HDMI cable for laptop connection is available on the boardroom table.

1. Ensure your device is powered on.
2. Plug the HDMI cable into your device.
3. Press the input button on the remote to switch to the AV-DVI-D input on the left TV. Laptop input will only be displayed on the left TV.

If the picture doesn't appear:

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

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

You may need to try up to 3 times. If there is still no picture on screen, reboot the laptop.

## Use Zoom 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. Use the Logitech remote to adjust the positioning of the webcam.
5. 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: Logitech Camera
- Audio – Speaker: Echo Cancelling Speakerphone
- Audio – Microphone: Echo Cancelling Speakerphone