

This room contains a projector, TV, built-in PC, HDMI and VGA connections for laptops and other devices, and a document camera. The equipment in this room is controlled by a touch panel interface at the instructor station. The projector and TV can be controlled separately.

System On

Touch the panel to wake it, press the **ON** button, and select a room mode:

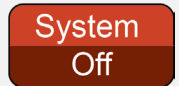


- **Presentation** – same input on both screens
- **Individual** – select the projector or TV at the top of the screen, then select an input to display on that projector.

If the panel is already on, use the Projector Controls on the left side to turn the projector or TV on. Wait 60 seconds for the projector to power up.

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.

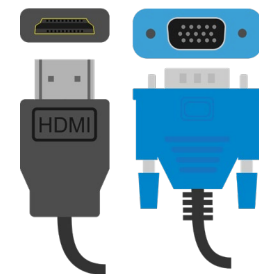
Use the PC

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. Control volume on the PC and/or right side of touch panel.

Connect your own device

HDMI and VGA cables are located at the instructor station.

1. Ensure your device is powered on.
2. Plug the HDMI or VGA cable into your device.
 - a. If using VGA, connect the 3.5mm (headphone) cable for audio.
3. Select **Laptop** on the touch panel.



If the picture doesn't appear:

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

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



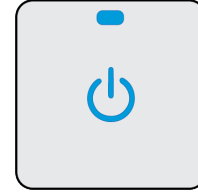
If you still see a black screen, toggle the **Black Screen** button on the touch screen.



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

Use the document camera

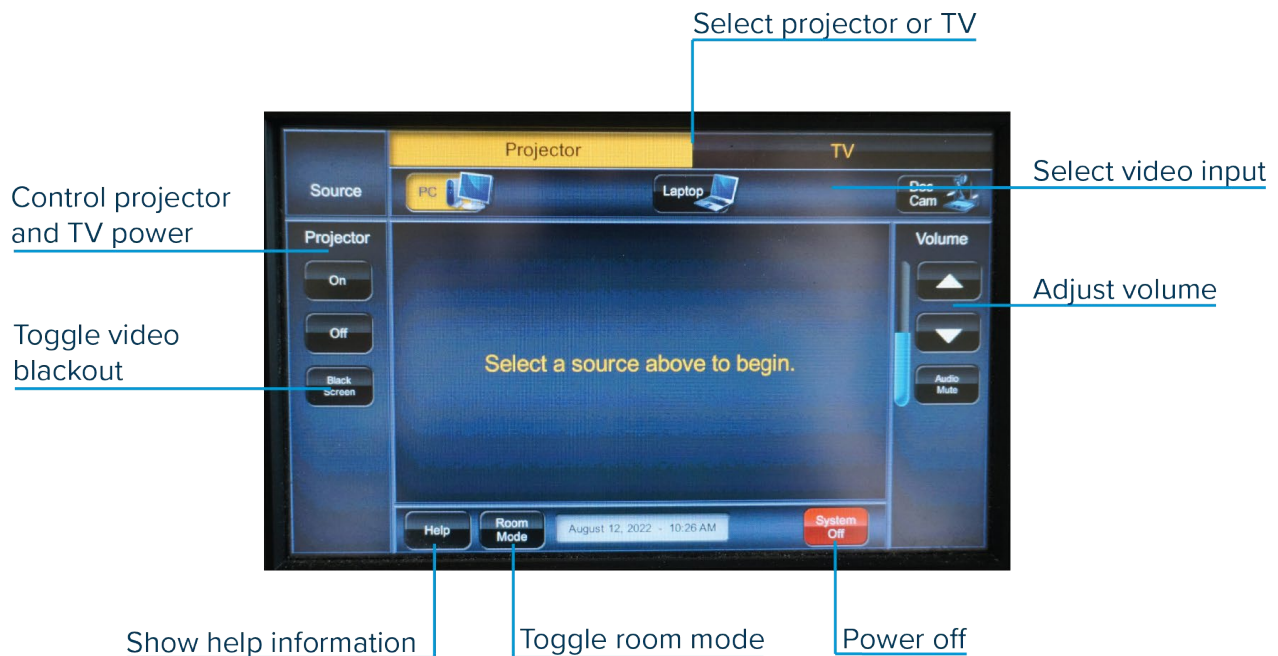
1. Extend the camera arm to point in the desired direction.
2. Press the power button on the document camera.
3. Select the projector/TV at the top of the touch panel.
4. Select **Doc Cam** on the touch panel.
5. Press the power button **twice** to turn it off after use.
6. Return the camera arm to the resting position.



Use Zoom video conferencing

The document camera can be used as a camera and microphone for Zoom video conference calls.

1. Login to the PC.
2. Open Zoom and login.
3. Go to Settings.
4. In the video tab, confirm **Epson ELPDC21** as the camera.
 - a. You may need to adjust the rotation of the camera using the rotate button at the top right of the video preview.
5. In the audio tab, confirm **EPSON ELPDC21** as the microphone.
6. Confirm **Extron HDMI** is selected as the speaker.
7. Create or join a meeting.
8. Control volume and microphone levels on the PC and/or right side of the touch panel.



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