

This room contains one projector, a 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.

System On

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

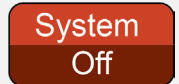


If the panel is already on, use the Projector Control on the left side to turn the projector on.

Wait 60 seconds for the projector 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.

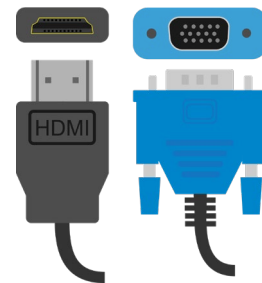
Use the PC

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

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 you're using VGA and require audio, connect the 3.5mm (headphone) audio cable.
3. Select **Laptop** on the touch panel, and confirm HDMI or VGA.



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. Position the camera arm as needed.
2. Press the power button on the document camera.
3. Select **Doc Cam** on the touch panel.
4. Hold the power button to turn it off after use.