

This room contains one projector, a built-in PC, DVD player, VGA connection for laptops and other devices, and a document camera. The equipment in this room is controlled by a button panel at the instructor station.

## Projector On

Press the ON button once and wait 90 seconds for the projector to power up.

The projector will display the input selected on the button panel by default.

## Projector Off

Press the OFF button once. The button will flash, and the projector will shut down after about 2 minutes.

**Please turn the projector 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. Select **PC** on the button panel.
3. Sign in with your VIU credentials.
4. Control volume with PC and/or volume dial on the button panel.

## Connect your own device

This room contains a VGA cable for laptop connections.

1. Ensure your device is powered on.
2. Plug the VGA cable into your device.
  - a. If you require audio, connect the 3.5mm (headphone) audio cable.
3. Select **Laptop** on the button panel.
4. Wait 2-3 seconds for the projector to switch images.

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 **AV MUTE** button on the panel.

## 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 **Laptop** on the button panel.
4. Press the power button **twice** to turn it off after use.
5. Return the camera arm to the resting position.

