B180 R334 | Room Technology Guide

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	Projector Off
Press the ON button once and wait 90 seconds for the projector to power up.	Press the OFF button once. The projector will shut down after about 2 minutes.
The projector will display the PC screen by default.	**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 on the PC and/or button panel dial.
5. Sign out when finished.

Connect your own device

This room contains a VGA cable for laptop connections. The cable is shared with the document camera.

1. Ensure your device is powered on.
2. Detach the VGA cable from the document camera and plug the 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.
5. Re-connect the VGA cable to the document camera when done.

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 panel.



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

