

This room contains one projector, a built-in PC, DVD player, and VGA connection for laptops and other devices. 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 PC screen by default, unless another device is plugged in.

### Projector Off

Press the OFF button once. 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. Disconnect any device connected to the VGA cables.
3. Sign in with your VIU credentials.
4. Select **PC** on the button panel.
5. Control volume on the PC and/or button panel dial.

## Connect your own device

This room contains a VGA cable for laptop connections. Any connected device will automatically have priority over the PC display.

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. The projector will automatically switch input to the connected device.
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 **Black Screen** button on the panel.



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

Last modified 2022-08-22