B250 R220 | Room Technology Guide

This room contains two projectors, a built-in PC, HDMI connection for personal devices, Via Go wireless collaboration, document camera, and video conference equipment. The equipment 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 Controls on the left side to turn the projectors on.

Wait 60 seconds for the projectors 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 a projector at the top of the touch panel.
4. Select **PC** on the touch panel.
5. Control volume on the PC and/or right side of touch panel.

Connect your own device

An HDMI cable is located at the instructor station.



1. Ensure your device is powered on.
2. Plug the HDMI cable into your device.
3. Select a projector at the top of the touch panel.
4. Select **HDMI** 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.

Wireless collaboration

1. Connect your device to the **viu-secure** wireless network.
2. Select a projector at the top of the touch panel.
3. Select **VIA GO** on the touch panel.
4. Repeat for the other projector if necessary.
5. Follow prompts on the screen to connect.

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

Use Zoom video conferencing

This room is equipped with overhead microphones and two cameras (front and rear) for video conferencing.

1. Sign in on the PC and open Zoom.
2. Sign in to Zoom with SSO and enter “viu” as your domain.
3. Enter your VIU Computer Account credentials.
4. Set the input on the touch panel to PC to see the camera controls.
    a. You may need to turn the cameras on with the power button at the top left of the camera controls.
5. Create or join a meeting.

If you’re experiencing any audio or video issues, go to Zoom settings and confirm the following:

- Video – Camera: EasyIP Mixer.
- Audio – Speaker: Extron HDMI
- Audio – Microphone: Echo Cancelling Speakerphone



This is a dual mode classroom. The camera settings have been customized for specific classes and faculty who teach in this room.

Please do not change the default settings on the projectors or cameras.

For assistance, contact the IT Service Desk by phone at 250-740-6300.
Last modified 2022-08-25