B250 R215 | Room Technology Guide

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	Projector Off
Firmly press the ON button once and wait 90 seconds for the projector to power up.	Press the OFF button once. The button will flash, and the projector will shut down after about 2 minutes.
The projector will display the input selected on the button panel 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.

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 **PIC MUTE** button on the panel.



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