

This conference room contains one projector, a PC, HDMI and VGA connections for laptops and other devices, and Via Go wireless collaboration. The equipment in this room is controlled by a touch panel interface at the side cabinet.

System On

Touch the panel to wake it and press the ON button.



If the panel is already on, use the Projector Control on the left side to turn the projector on.

Wait 60 seconds for the projector 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.

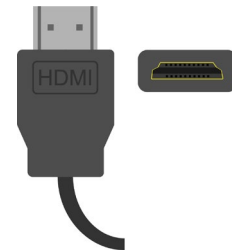
Use the PC

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 **PC** on the touch panel.
4. Control volume on the PC and/or right side of the touch panel.

Connect your own device

HDMI and VGA cables are located at the instructor station. The HDMI cable is on a shelf under the PC. Plug it into the wall socket before connecting to your device.

1. Ensure your device is powered on.
2. Plug the HDMI or VGA cable into your device.
 - a. If you're using VGA and require audio, connect the 3.5mm (headphone) audio cable.
3. Select **HDMI** or **VGA** 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 **VIA GO** on the touch panel.
3. Follow prompts on the screen to connect.