# B255 R160 | Room Technology Guide

This rooms contains one projector, a PC, HDMI and VGA connections for laptops, a document camera, Via Go wireless collaboration, and video conferencing equipment. The technology 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 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.

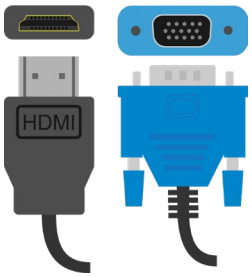
**Please turn the AV System off before leaving the room. Sign out of the PC, but do not turn it off.**

## 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.




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) cable.
3. Select **Laptop** on the touch panel, then **HDMI** or **VGA**.

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.

## 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.



## 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.

## Use Zoom video conferencing

The room is equipped with overhead microphones and a camera 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.
5. If the camera is off (you see a green screen in Zoom), turn the camera on with the power button at the top left of the camera controls.
6. Adjust the camera orientation on the touch panel as needed.
7. Create or join a meeting.

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

- Video – Camera: EasyIP Mixer
- Audio – Speaker: ExtronScalerD
- Audio – Microphone: Echo Cancelling Speakerphone