B356 R109 | Lecture Theatre | Room Technology Guide

This theatre contains one projector, a PC, HDMI and VGA connections for laptops and other devices, and a document camera. The equipment in this room is controlled by a touch panel interface at the podium.

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.

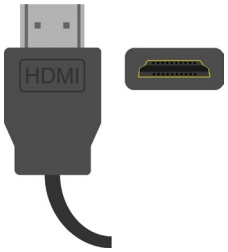
Please turn the AV System off before leaving the room. Sign out of the PC, but do not turn it off.

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. Volume can be controlled on PC and/or touch panel.

Connect your own device

HDMI and VGA cables are located at the podium.



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.

Use the document camera

The document camera is in a cabinet on the left side of the podium.

1. Open the door and slide the shelf out.
2. Adjust the arms.
3. Press the power button.
4. Select **Doc Cam** on the touch panel.
5. Press the power button to turn if off after use.
6. Return the shelf to resting position and close the door.

Audio

To adjust volume, use the controls on the right side of the touch panel. The Mic. and Aux. (3.5mm audio cable) audio can be adjusted individually using the Mic. Control button located below the Audio Mute button.