B315 R112 | Room Technology Guide

This room contains two projectors, a PC, HDMI and VGA connections for laptops and other devices, document camera. The equipment in this room is controlled by a touch panel interface at the instructor station. The projectors can be controlled separately.

System On

Touch the panel to wake it, press the **ON** button, and select a room mode:



- **Presentation** – the selected input will be displayed by both projectors.
- **Individual** – select a projector at the top of the screen, then select an input to display on that projector.

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.

System Off

Press the **System Off** button on the touch panel and confirm shutdown.



Wait 60 seconds before powering on again.

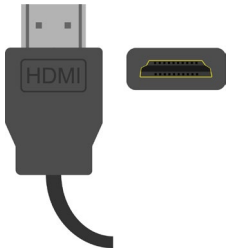
Please turn the AV System off before leaving the room. Sign out of the PC, but do not turn it off.

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. Sound volume can be controlled on the PC and/or 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 (and optional audio) cable into your device.
3. Select **Laptop** on the touch panel and confirm 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 **Video Mute** 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.

