B345 R106 | Room Technology Guide

This room contains one projector, a built-in PC, HDMI and VGA connections for laptops and other devices, a document camera, and VIA GO wireless collaboration. The equipment in this room 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.

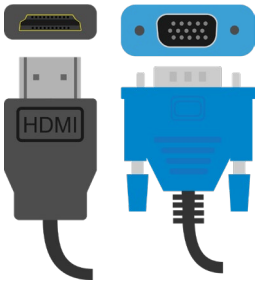
Please turn the AV System off before leaving the room. Sign out of the PC, but do not turn it off.

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. Volume can be controlled from 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 cable into your device.
    a. If you're using VGA and require audio, connect the 3.5mm (headphone) audio cable.
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 **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.



Use Zoom video conferencing

The document camera can be used as a camera and microphone for Zoom video conference calls.

1. Sign in on the PC and open Zoom.
2. Power on and position the document camera.
3. Sign in to Zoom with **SSO** and enter "viu" as your domain.
4. Enter your VIU Computer Account credentials.
5. 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: EPSON ELPDC21
    - Use the rotate button at the top right of the video preview if necessary.
- Audio – Speaker: Extron HDMI
- Audio – Microphone: EPSON ELPDC21

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.