VIU

This room contains one projector, a built-in PC, VGA connection for laptops and other devices, and a document camera. The projector in this room is controlled by a remote.

Projector On	Projector Off
Press the ON button on the Sony remote once and wait 90 seconds for the projector to power up.	Press the OFF button on the Sony remote once. The projector will shut down after about 2 minutes.
The projector will display the PC screen by default.	**Please turn the projector 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. If the document camera is powered on, ensure no devices are plugged into the VGA cable, and select the **Laptop/PC source** button on the document camera. Alternatively, turn the document camera off.
4. Sign out when finished.

Connect your own device

This room contains a VGA cable (connected to the document camera) for laptop connections.

1. Ensure your device is powered on.
2. Turn the document camera on.
3. Plug the VGA cable into your device.
4. Select the **Laptop/PC source** button on the document camera.
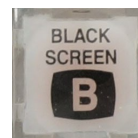5. Wait 2-3 seconds for the projector to switch images.

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 panel.

For assistance, contact the IT Service Desk by phone at 250-740-6300.

1. Extend the camera arm to point in the desired direction.
2. Press the power button on the document camera.
3. Select the **Document Camera source** button on the document camera.
4. Wait 2-3 seconds for the projector to switch images.
5. Press the power button **twice** to turn if off after use.
6. Return the camera arm to the resting position.