

This room contains two projectors, a PC, HDMI and VGA connections for laptops and other devices, a document camera, videoconferencing equipment, and Apple TV. 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 Controls on the left side to turn the projectors on.

Wait 60 seconds for the projectors 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.**

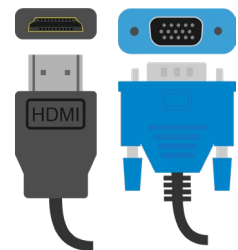
## Use the PC

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 a projector, then **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 a projector, then **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.



## Use the document camera

1. Adjust the camera arm to point in the desired direction.
2. Hold the power button at the top right the document camera.
3. Select a projector, then **Doc Cam** on the touch panel.
4. Hold the power button to turn if off after use.

## Use Zoom video conferencing

This 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. Select the PC input on the touch panel to display the camera controls.
5. Adjust the camera orientation as needed. Open the Zoom video settings to see the video image.
6. 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: ExtronMediaPort200
- Audio – Speaker: Extron HDMI
- Audio – Microphone: Speakerphone