

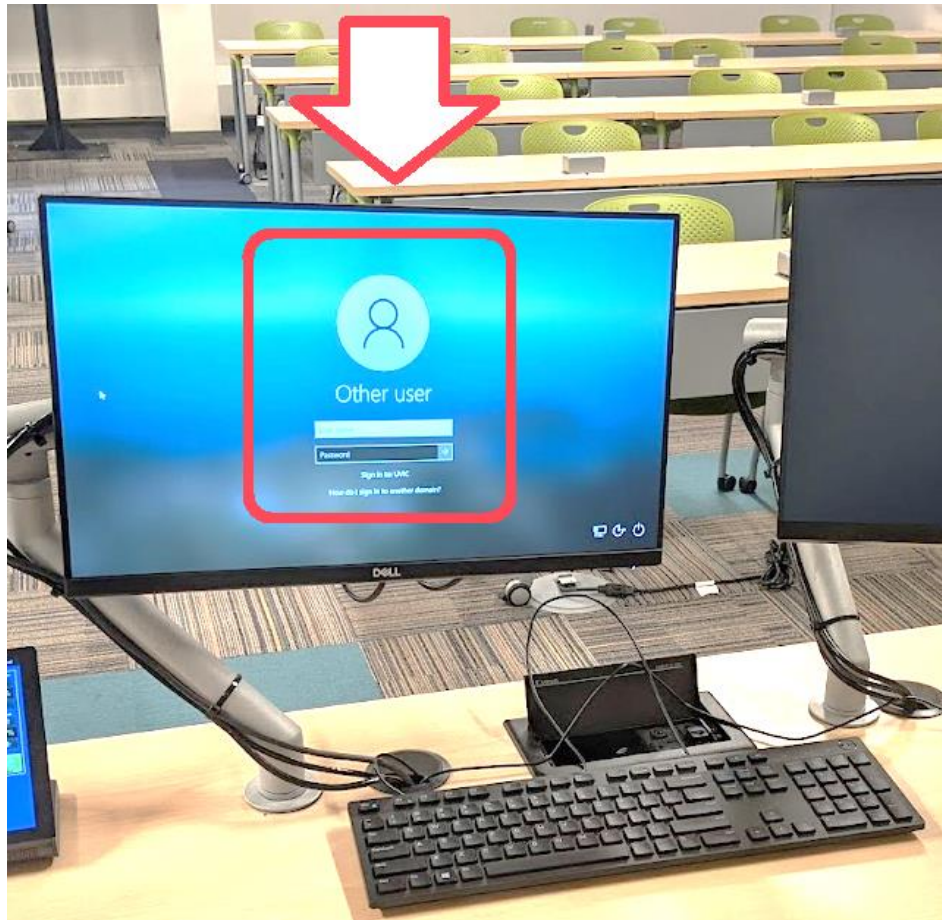
Start the System



1. Upon arriving in the Classroom – open the instructors AV cabinet by unlocking the door shown above.



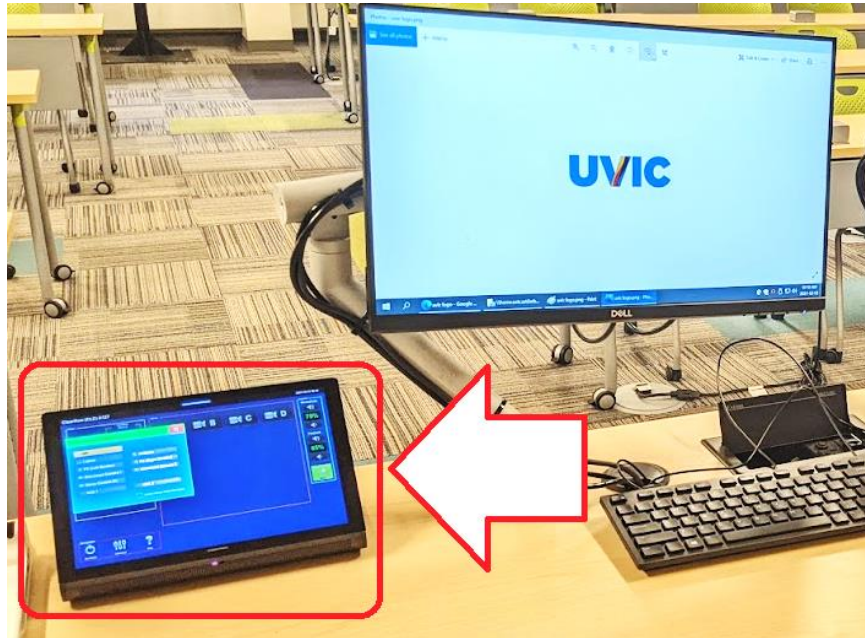
2. Inside the cabinet locate a small switch with two buttons – “Lock” and “Unlock”. Press the **Unlock** button to start up the AV system.



Next - log into the computer using your UVic Netlink ID and Password.

The image that you see on the screen in front of you is the exact image that will be mirrored on the classrooms displays within the room.

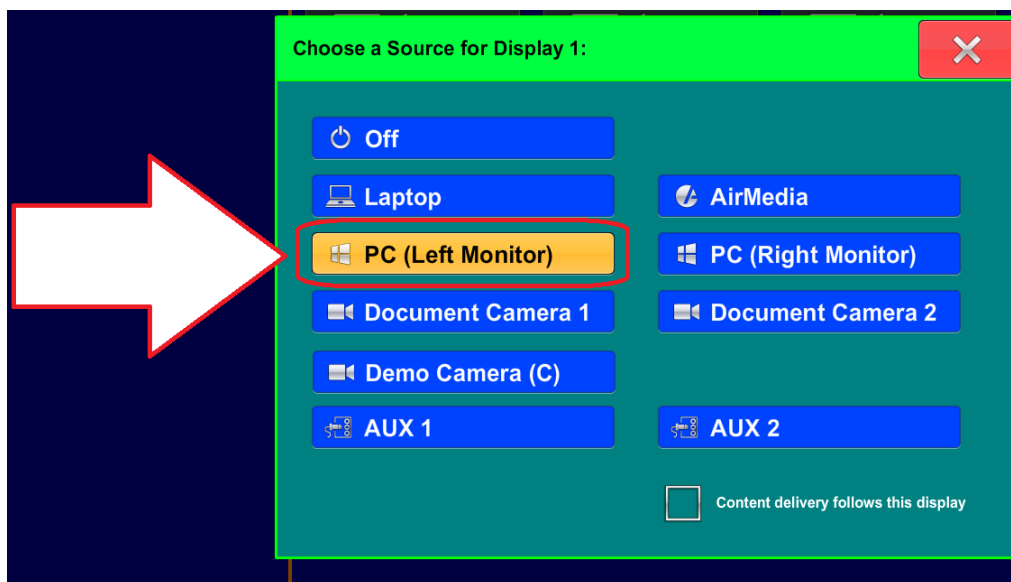
If you are using PowerPoint to present your materials or simply showing materials from your Brightspace page – load that content on the monitor on the desk in front of you as you would like the students in your class to see things.



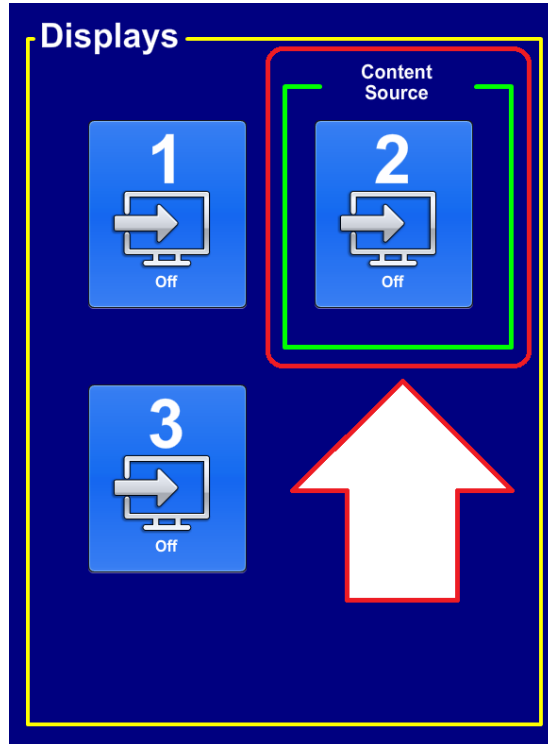
Selecting your Displays

With your Desktop now visible on the two monitors on the desk in front of you – turn your attention to the small touchscreen control panel to the left of the keyboard.

You should find a prompt to **“Choose a Source for Display 1”**.



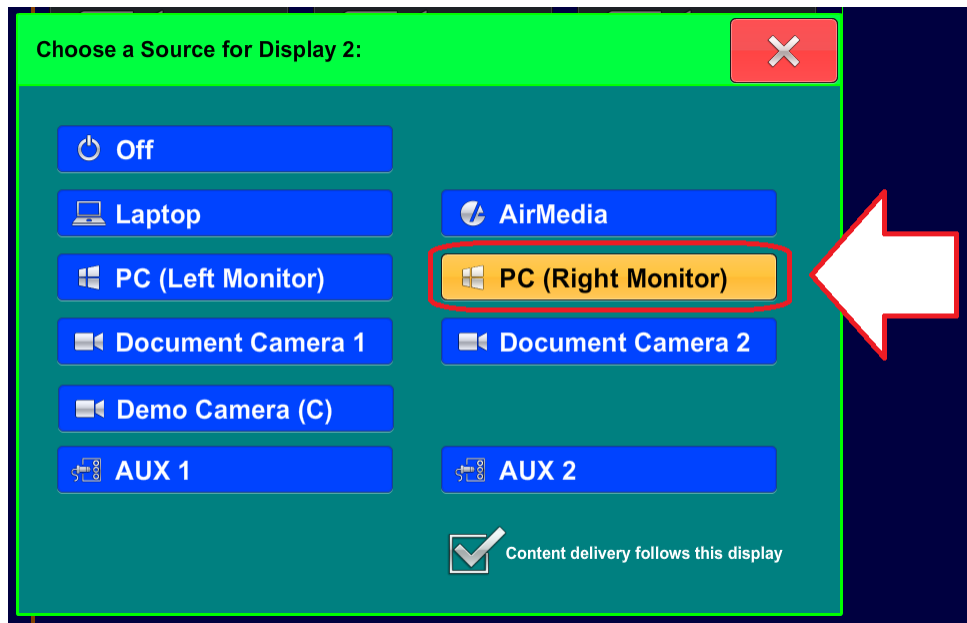
1. On the touchscreen panel select the option of **“PC (Left Monitor)”** in order to send the feed from the left desktop monitor to Display #1 at the front of the room.
2. Press the red **“X”** in the top corner of the window to **close** the menu.



- 3. To choose the feed that you would like to show on **Display #2** screen at the front of the classroom – on the touchscreen panel choose the **Display #2** icon as shown above and then select which desktop monitor that you wish to show from the menu as seen below.

Here we've chosen to show the feed from "PC (Right Monitor)" on Display #2.

- 4. Press the red "X" to **close** the menu.



Checkpoint

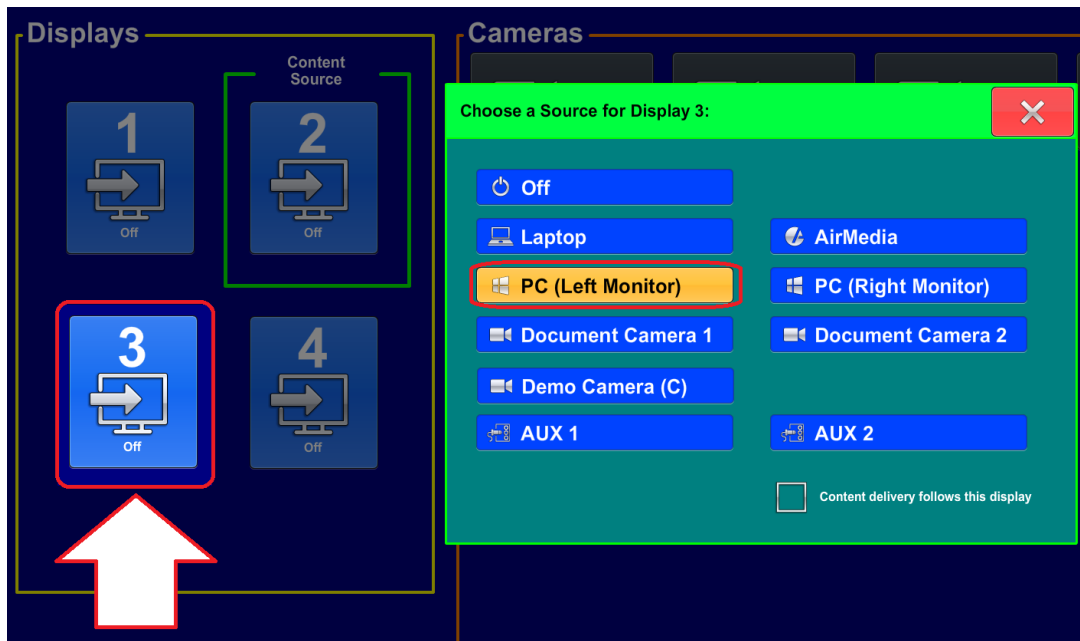
Here is what your students will see while oriented towards the front of the room.



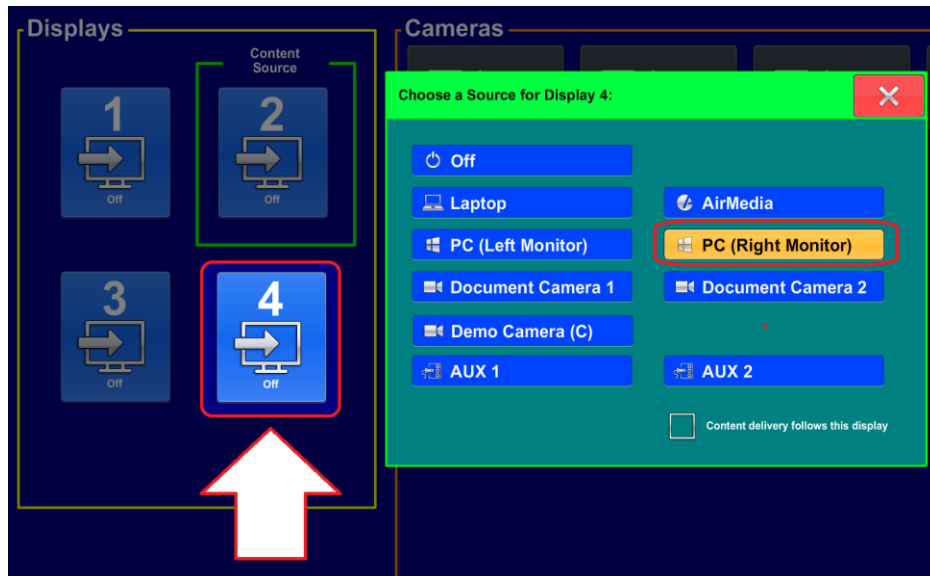
Selecting your Displays (cont'd)

Next we will follow the same steps to bring the feed from the Lectern PC screens onto Displays #3 and #4 at the back of the classroom.

1. On the touchscreen panel press the **Display #3** icon as shown below and then select **“PC (Left Monitor)”** from the menu.



- Then on the touchscreen panel find and press the icon for **Display #4** and then set that display to **“PC (Right Monitor)”**.



- Press the red “X” to **close** the menu.

Final Checkpoint

Following these steps should provide you with two displays at the back of the room showing the feeds from your left and right desktop monitors.

