# Operating VIA Collaboration Hub

1. **Set Up:**
   - Turn on the display using the remote (from the Library Services desk, only for non-library versions).
     - If this is your first time using the system, you must install the **VIA application** using the instructions in the next step. If you already have **VIA installed**, open the VIA application, then **skip to step 2.**
   - Install the **VIA application**: (First time using)

2. **For iOS and Android Devices:**
   - You can find **Kramer VIA** through the Apple App Store or Google Play store respectively or use the provided QR code on the screen to download the VIA app to your device.
   - After downloading, launch the application, then proceed to **step 3** on your iOS or Android device.

3. **For Laptops:**
   - Verify you are connected to the wireless network **NWMSU_Secure** and open your preferred web browser
   - Type the **Room Name** displayed on the screen (lower left) into the address bar of your browser (will be similar in format to 10.31.2.203) and press **enter**.
   - Once at the VIA Welcome page click **Install VIA**, then **Keep** the file in the bottom left-hand corner of your browser, if prompted.
   - After the file has finished downloading, click the file to open and begin installation.
   - Proceed through the default installation by **accepting the license agreement**, then clicking **next** and **install** when prompted.
   - To use the in-room camera and microphone (Mounted below the TV) the **VIA-Versa driver** needs to be downloaded and installed. Instructions on the back side.
   - Once installation is finished, check **Run via.exe** then **finish**.

4. **After Installation:**
   - Once the VIA application has opened click **Get Started**.
   - When prompted, enter the **Room Name** and **Room Code** shown on the screen, Press **enter** or click **Join**.
   - A red bar will appear; clicking **Present** will display your device's screen on the collaboration display.
   - You can safely minimize the red bar once you are presenting.
   - You can maximize the bar by clicking the **VIA application** at the bottom of your screen.
   - When done, click **Stop Presenting**
   - Click the **X** to close Via
   - Select **yes** to logout
   - Turn off the display with the remote.

# Install VIA Room Device driver (VIA Versa) for in Room Camera and Mics

1. **Set Up:**
   - Download the VIA Versa driver from
   - https://www.kramerav.com
   - Click on products
   - Click on **Wireless Presentation and Collaboration**
   - Click on **VIA**
   - Click on **VIA connect²**
   - Click on **resources**
   - Scroll down and locate the **Drivers** section.
   - Click the down arrow after the **VIA Versa Virtual Camera Vrivers** for your operating system to download.
   - Go to your downloads folder and find **VIARoomDevice** zip file.
   - Double click on the zip file to open.
   - Click on **extract all** and note the location
     - The folder with the extracted file should open, if not open the location noted above.
   - Double click on **VIARoomDevice** to install the software
   - Click **Next**
   - Click **Next** on installation folder
   - Click **next** to start installation
   - Click **Close**

2. **How to Use the In-room Camera and Microphone:**
   - Select the **VIA versa** from the list for video device in your conferencing app.
   - Select the **VIA versa** from the list for microphone and speakers in your conferencing app.