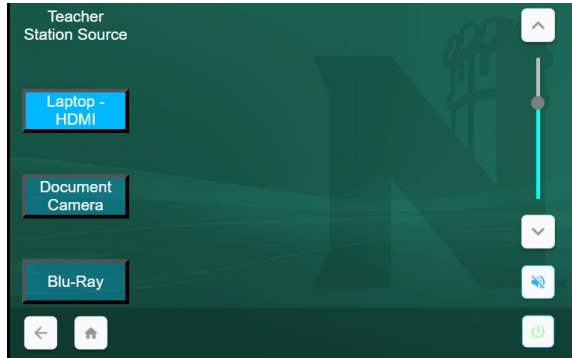


VALK 117 AV OPERATION

The image will take 5 to 10 seconds to appear on the projector in either operation mode.

1) Single Display Mode (Same image to all projectors):

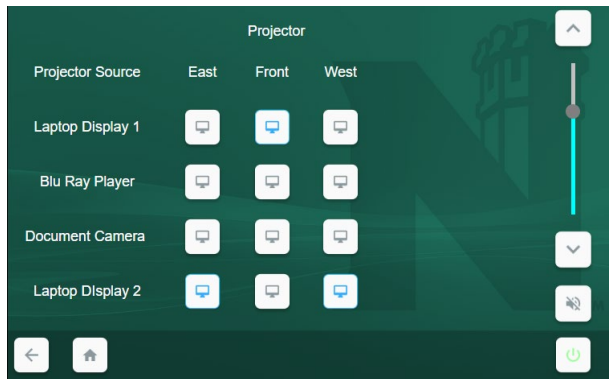
- Connect the laptop to the **HDMI** cable (Labeled **HDMI**).
- Touch **Single Display Mode** on the touch screen controller.
- The following screen will appear on the controller.



- The left side buttons on the touch screen controller have different sources.
 - Laptop (HDMI cord)
 - Doc Cam
 - Blu-ray player
- Volume is adjusted on the right side using the slider or up and down buttons. The green icon on the **mute** button indicated room sound is on mute.
- When done presenting press the **power button** on the lower right of the touch screen to power the room down. It will ask you to confirm you want to power off the room.

2) a) Multiple-Display Mode (two different screens):

- Connect the laptop to the **USB C** cable (Labeled **Multi**)
- Touch **Multiple Display Mode** on the touch controller.
- The following screen will appear on the controller.



- To extend the desktop press and hold the **windows key** and then press **P** and release both keys, choose **extend** from the list.

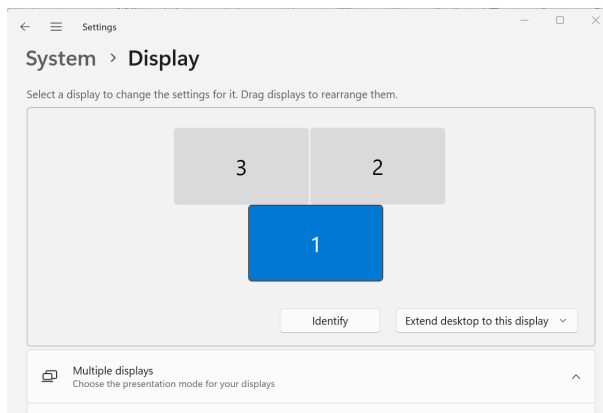
NOTE: Default arrangement on room startup is laptop Display 1 to the front projector and laptop display 2 to the two side projectors.

- Display source one for the projectors is Laptop Display 1, Blu-Ray or Document Camera.
- Display source two for the projectors is Laptop Display 2.
- Active source to the projector will have an Illuminated icon in the button
- To change a source for a projector, touch the button in the desired source row under the projector column.

2) b) Adjusting windows display settings:

In **Multiple Display Mode** you may need to adjust the display settings in window. This will show the arrangement of the displays and let you identify the display number.

- Right click on the desktop and click on **display settings**.
- You should see a screen similar to the one below.



- Click on the **Identify** button to show the display number on each screen
- Once you know the arrangement of the display you can drag the application to the display you want to show it on.
- You can rearrange the displays shown in the above image to make navigation easier between screens.
- If you don't have sound, try unplugging the cable, wait **10 seconds** and reconnect the cable.

2) Connecting to Camera and Microphones for Zoom:

- Connect the **USB** cable labeled **camera**
- Start the zoom client
- Check the camera by clicking on the arrow after video, **Valk 117 mixer** should be selected
- Check the audio by clicking on the arrow after audio, **Valk 117 echo cancelling speakerphone for microphone**. The speaker should be **VP-440?**
- To switch between the instructor cam and student cam press the **Swap** button on the Vaddio device in the teacher station.
- Instructor camera is a manual PTZ camera that can be controlled by the remote.

3) Using the Document Camera

- To turn on the Document Camera, locate the **power button** on the left of the device.
- Select **Document Camera** under your preferred display mode.
- Ensure that the large black cable is connected to **HDMI OUT** on the back of the Document Camera.
- Select the **power button** in the lower left of the device to shut it down.



NOTE: Due to the lack of a VGA cord in this room, **HDMI** is the setting used for the document camera, rather than Doc Cam.

4) Equipment Shut-Down:

- When you are finished using the room, unplug the HDMI (labeled HDMI), USB and/or USB C cords from any of your devices. **LEAVE ALL OTHER CORDS PLUGGED IN!**
- Select the **power button** in the lower left-hand corner.
- Select **Yes**
- Ensure that the document camera is turned off.

To report a problem, call the Northwest Technology Service Center at 660-562-1634.