

Instructions for Using 19-223 & 19-224 Classroom Technology



*Please do not remove this
document from the classroom!*

Important Contact Information

YC Campus Police: 911 for emergencies
311 or x2185 if on campus
(928-717-2185)

OLLI Office: x7634 (928-717-7634)

IT Help Desk: x2168 (928-717-2168)

Room 19-223/224 Classroom Technology

Updated April 13, 2019

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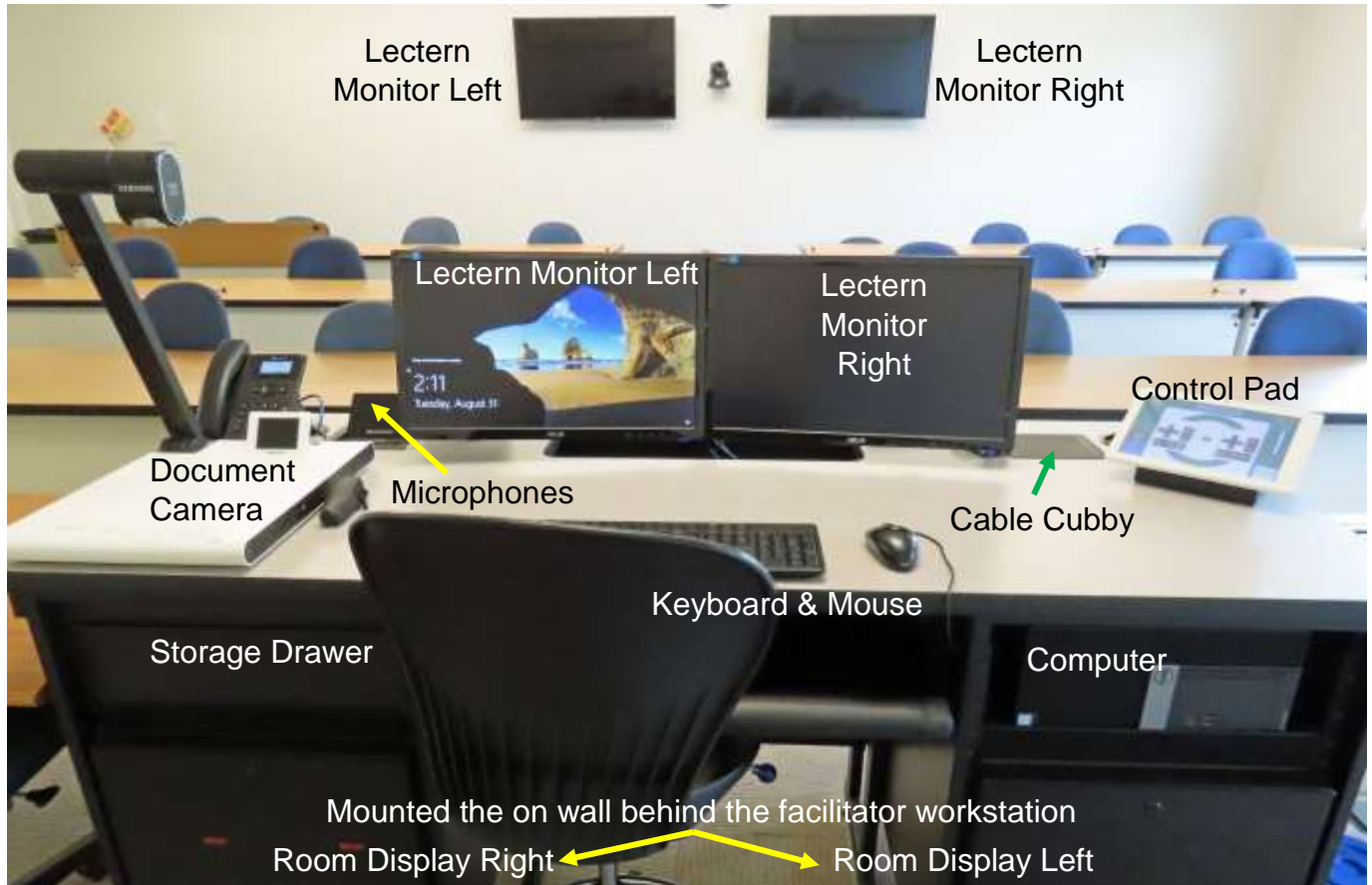
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Room equipment and software applications are replaced and/or updated as needed, so the room configuration may not match exactly - but the functionality described in this document should be identical.

TURN CLASSROOM LIGHTS ON/OFF

The light switches on the back wall near the door control the rear overhead lights (left switch) and the front overhead lights (right switch). The center light in the back row does not turn off! The switch on the front wall near the facilitator workstation controls the lights over the lectern.

EQUIPMENT LOCATION



LOGIN TO THE COMPUTER

Verify that the monitors are turned on by looking for a blue light on the raised button *underneath* the right-hand side of the monitor. If the light is off, press the button.

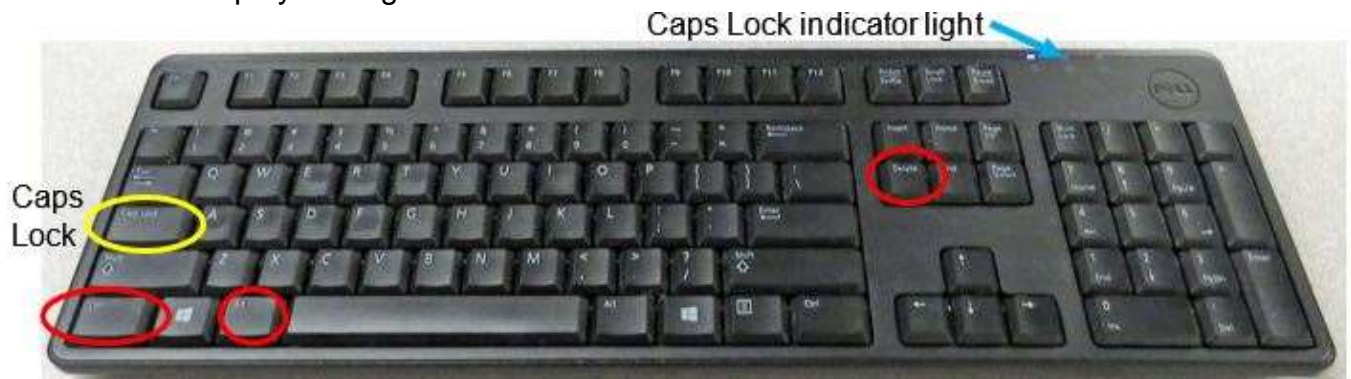
1. Verify that the Windows 10 computer located in the facilitator's workstation to the right of the keyboard tray is turned on by looking for a small light inside the right-hand side power button. If the indicator light is off, press the **Power** button to turn the computer on.





Power button & power indicator light

2. Press the keyboard **Ctrl**, **Alt**, and **Delete** keys (circled in red on the keyboard below) at the same time to display the login screen.




3. When prompted, type the OLLI username and password exactly as they appear on your packet. Note that the username is *not* case sensitive, but the password *is* – so use capital letters when required!
 - a. If the previous YC credit or Community Education instructor failed to log out, click on the switch user icon in the lower left-hand corner of the monitor.
 - b. If the screen is intentionally locked so you cannot change the username to log in, press the **Power** icon in the lower right-hand side of the monitor and select the **Restart** option. You will be prompted that whatever was in progress will be lost – which is fine because no one should be locking other users out of the system.
 - c. If a pop-up window asking for your login credentials for printer access appears, click the **Cancel** button.

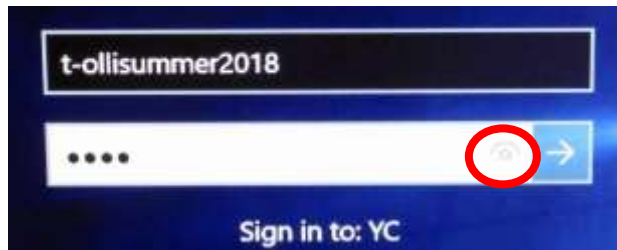


Unsuccessful Login

1. Verify that you typed the correct username.
2. Make sure **Caps Lock** is turned off.

When turned on, the Caps Lock indicator light in the upper right-hand side of the keyboard will be lit. To turn Caps Lock off and revert back to lower case letters, press the **Caps Lock** button on the left-hand side of the keyboard.
3. Display the password to confirm you typed it correctly.

When typing your password, the characters are hidden for security reasons. You can display the password characters already typed by clicking on the  symbol that appears on the right-hand side of the password window.



TURN ON AND CONTROL THE PROJECTION SYSTEM

Since the sound and projector systems are routed through the control pad, the **System On** button must be pressed to activate and control the projection system, sound system, and other attached equipment. The source display is automatically set to the desktop computer.

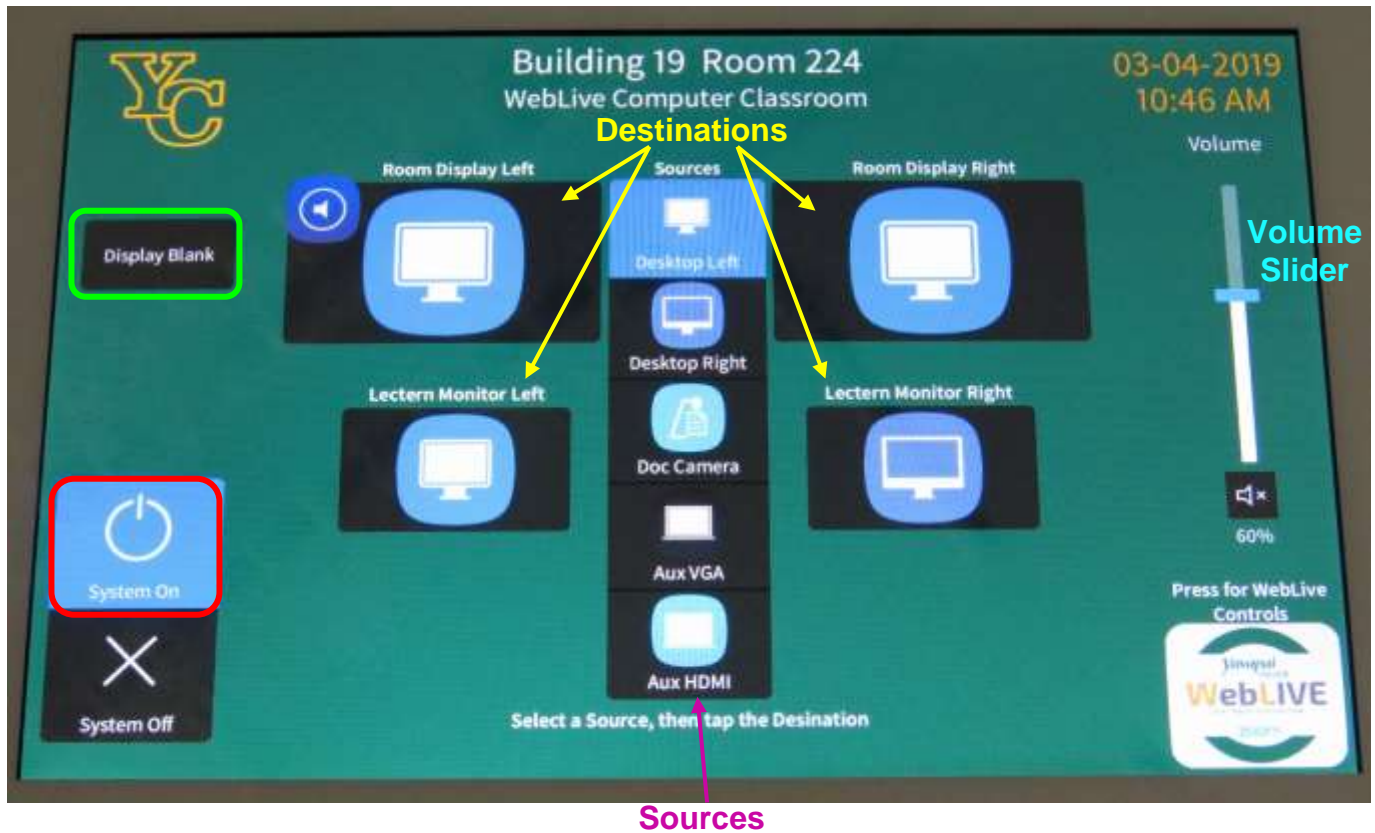
If the control pad only displays the current time, swipe the screen to activate the control system. Then tap **System On**, in the lower left-hand corner of the control pad to activate the projection and sound system.



System Off:



System On:



Media from two different sources can be displayed simultaneously on two separate screens and monitors in this “Texas two-step” classroom. Select (tap) a **Source** and then tap the corresponding display destination. The blue highlighted **Source** displayed down the middle of the screen indicates which source option has been selected. The source display is automatically set to the **Desktop Left** (computer) when the system is turned on. If only one source is selected, that source will be displayed on all monitors and screens.

Sources include:

- **Desktop Left** corresponds to the left-hand side computer monitor
- **Desktop Right** corresponds to the right-hand side computer monitor
- **Doc Camera**
- **Aux In** (Apple TV, Miracast, Aux HDMI, Aux VGA, or Aux RCA)

Destinations include:

- **Room Display Left** is the left-hand side monitor when facing the front of the room
- **Room Display Right** is the right-hand side monitor when facing the front of the room
- **Lectern Monitor Left** is the monitor mounted on the rear wall to the left
- **Lectern Monitor Right** is the rear monitor mounted on the rear wall to the right

Display Blank in the upper right-hand corner stops and restarts projecting the image to the projection screens. When set, a black screen is displayed on all the projection screens, but the computer lectern monitors are not affected.

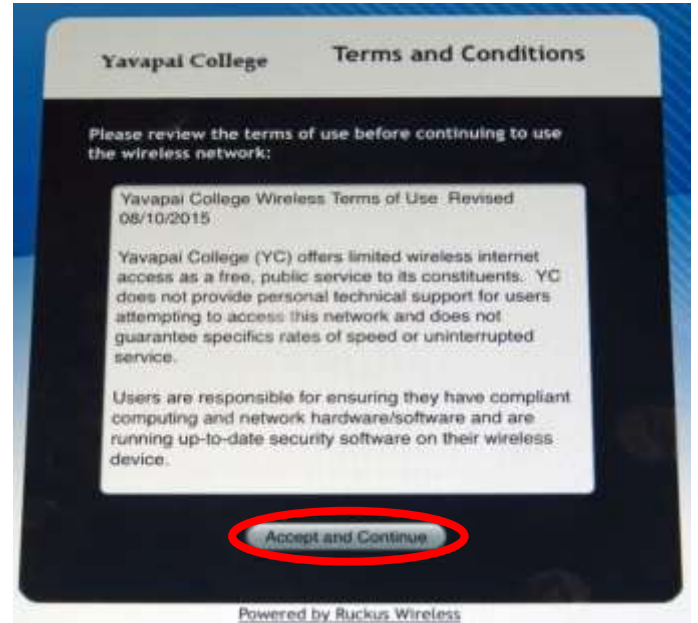
The **Volume** slider controls the sound output and can be muted/unmuted by toggling the speaker icon. Use your finger to slide the blue bar up to increase the volume and down to decrease the volume.



WebLive Zoom is a video conferencing tool for connecting via the Internet in real-time that requires a CAS login. So OLLI facilitators will need to login to Zoom using the Zoom app on the computer desktop.

CONNECT TO THE INTERNET

The computer is hard-wired to the Internet, but portable devices can connect to the Yavapai College wireless network by selecting the **YCRoughAir** network. After reviewing the terms of use, you must select **Accept and Continue** to establish a wireless connection.



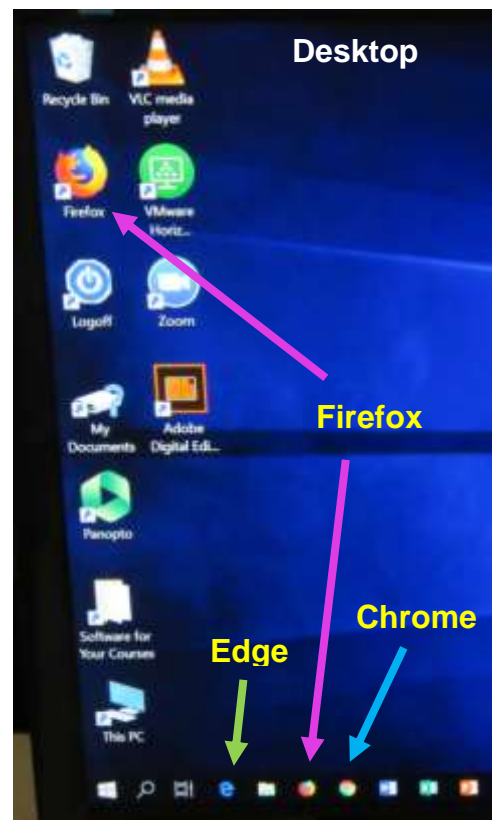
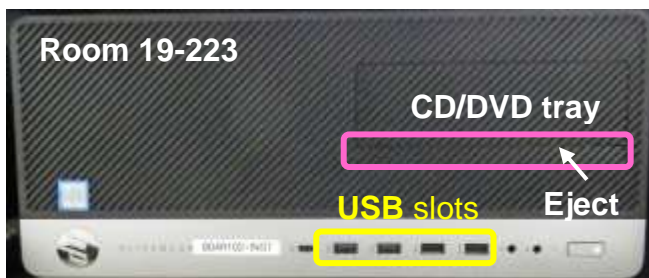
PLAY A VIDEO

Play Video on Internet (YouTube, TED, etc.)

Open a web browser (Firefox, Edge, or Chrome) and navigate to the video source.

Play Video on USB/Flash Drive

Insert your drive containing the video into one of the USB slots in the front of the computer.



If your device does not automatically open, click on **This PC** to access it. Under **This PC Devices and drives**, click on your drive (*USB Drive E* in the example) to open it and access the files on it.




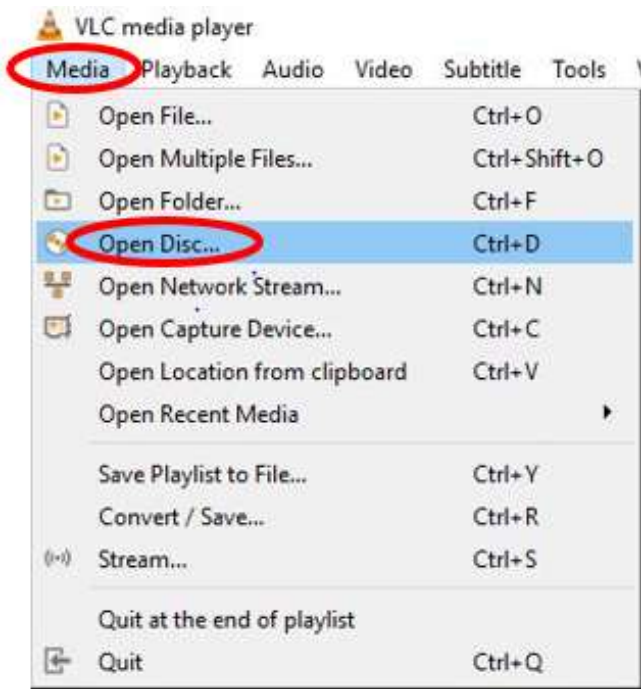
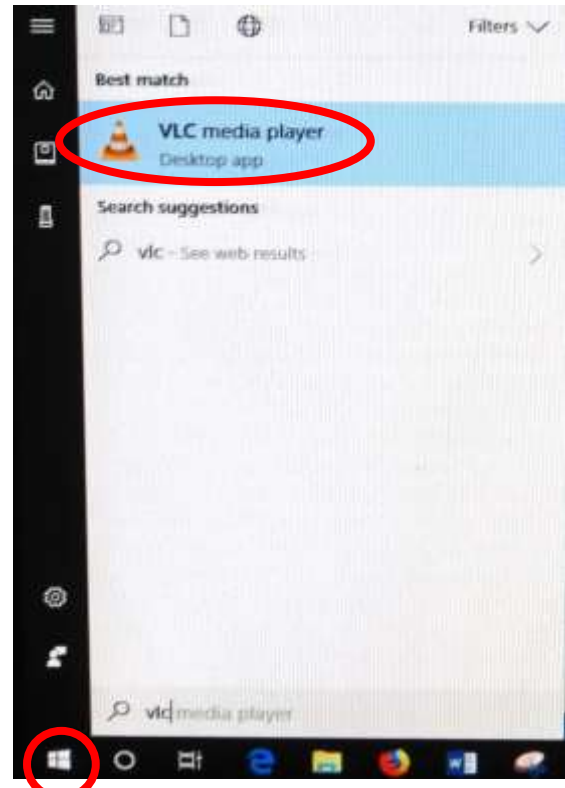
Play Video on DVD

Open the computer CD/DVD tray by pressing the DVD **Eject** button. Note there is no eject button on the computer in room 19-223, so find the small yellow spot on the well camouflaged DVD tray and press there to open the tray.

Insert your disc making sure it is seated correctly by snapping it into the spindle. Then gently push the tray back into the computer. The DVD should automatically begin playing. If it doesn't, try reseating the DVD (open the tray and close it again). If that doesn't work, click on the desktop VLC icon (traffic cone 🚧)

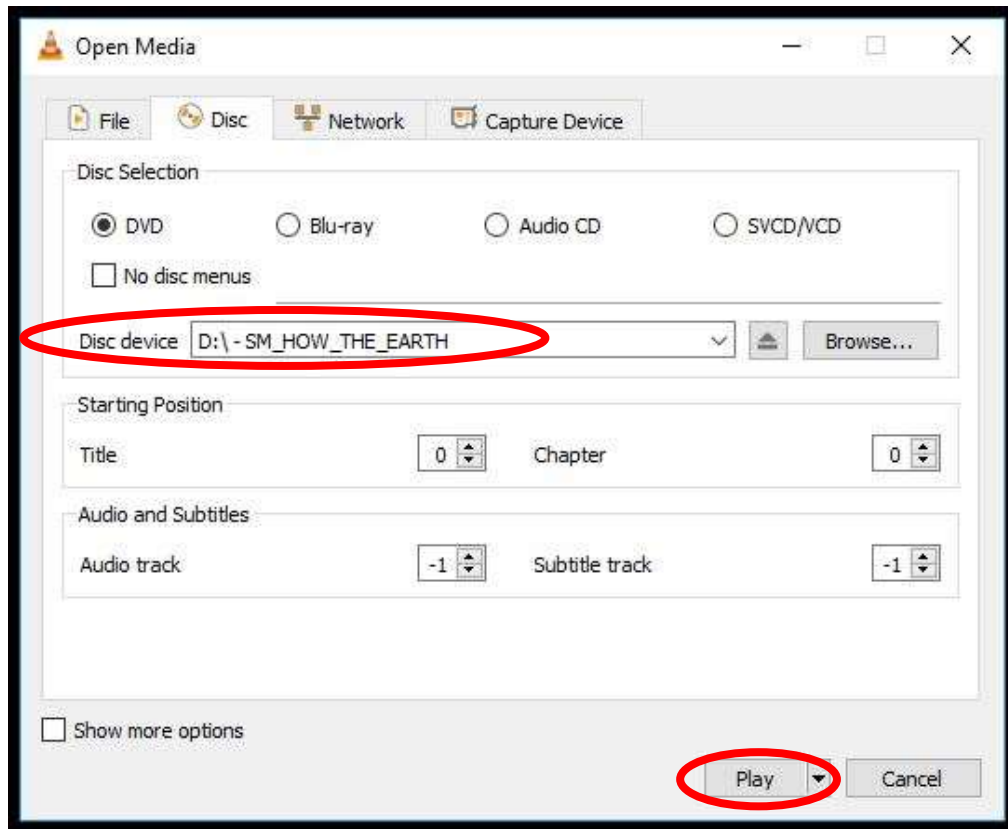
The VLC icon doesn't appear on the desktop

1. Click on the **Windows Start** button icon  in the lower left-hand corner of your monitor or on the keyboard and type "VLC" without the quotes. Note that a search box does not appear until you begin typing.
2. Windows will find all instances of VLC, and the first one in the list will be the desktop app. Click on **VLC Media player desktop app** to start the application.
3. If prompted for privacy and network access policy in a pop-up window, select **Continue**.



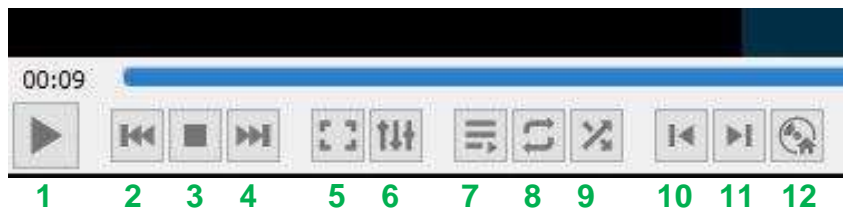
VLC doesn't automatically play the DVD


1. After opening the VLC Media player, click on **Media** then **Open Disc** (or press the **Ctrl** key plus the **D** key simultaneously).
2. The title of your DVD should be displayed in the **Disc device** window. If VLC can't read the title (which happens with some Learning Company DVDs), it will display "Unknown DVD". Click on the **Play** button.



VLC Control Buttons

Below are the **VLC controls**, located on the lower left-hand corner of the application, and their descriptions.



1. When pressed, the **Play** button will display two vertical lines  that allow you to **Pause** the video until the Play button is pressed again.
2. The **Rewind** button reverses the video. You can also adjust the playing position by moving the blue slider bar above the controls backwards or forwards to a specific time.
3. The **Stop** button stops playing the video.
4. The **Fast Forward** button advances the video.
5. The **Full Screen** button enlarges the video to cover the entire screen. In full screen mode, the control buttons are hidden. Hover your mouse over the lower left-hand side to make them reappear.



To minimize the screen, select the last button displayed or press the **Esc** key on the keyboard.

6. The **Adjustments and Effects** button allows you to modify the audio effects (equalizer, compressor, spatializer, stereo widener, and pitch adjuster), video effects (essential, crop,

colors, geometry, overlay, and other advanced features), and adjust the synchronization of the audio/video and subtitles.


7. The **Toggle Playlist** button toggles between the video play screen and the media libraries.
8. The **Loop** button toggles between the options to *loop all*, *loop one*, or *no loop* giving you control over continuously playing one or more videos or playing the video only once.
9. The **Random** button shuffles the order that videos will play.
10. The **Previous Chapter/Title** button will jump to the previous chapter or title.
11. The **Next Chapter/Title** button skips to the next chapter or title within the video.
12. The **Menu** button displays the video menu (if one exists).

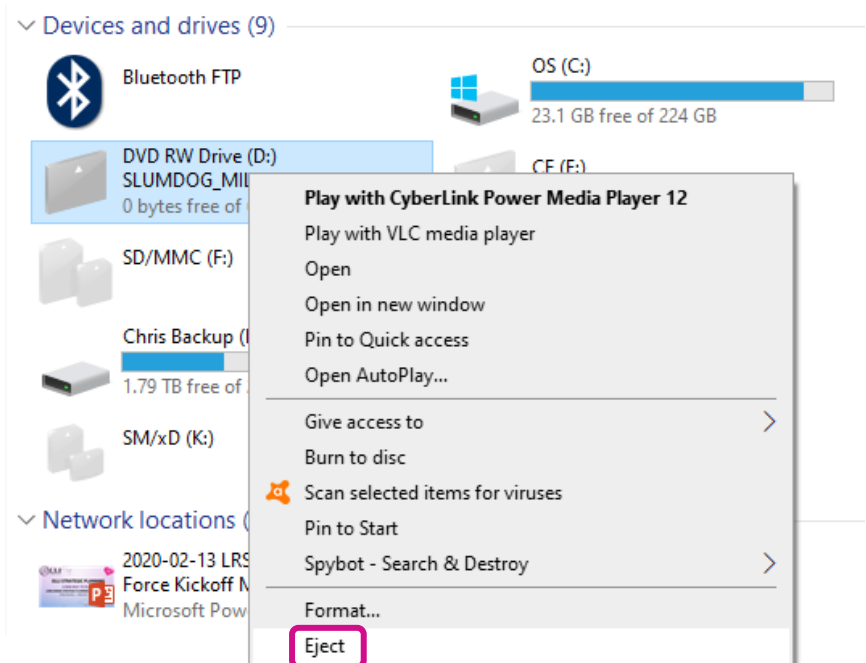
VLC Media Player Shortcuts and Adjustments

VLC Media player shortcuts allow you to perform actions without moving your mouse or clicking on the menu buttons. Just press the shortcut key(s) to instantly launch an action. Some of the more useful shortcuts are:

- **F** and **F11** turn full screen mode on and off. This is useful if the minimize and maximize options do not appear on the screen.
- **Spacebar** pauses playing the media and resumes play
- **Shift + M** displays the disk menu
- **CTRL + P** opens the preferences menu
- **CTRL + T** jumps to a specific time within the media
- **G** decreases the subtitle delay while **H** increases the subtitle delay
- **M** mutes the audio and toggles it back on
- **J** decreases the audio delay while **K** increases the audio delay
- **[** decreases playing speed while **]** increases playing speed and **=** returns to normal playing speed

When finished playing the video, press the **Stop** button, close the VLC application, and don't forget to retrieve your disc by pressing the DVD eject button. If the DVD tray will not open, perform the following steps:

- a. Click on the **Windows Start** button icon  in the lower left-hand corner of your monitor or on the keyboard and type "This PC" without the quotes. Note that a search box does not appear until you begin typing.
- b. Under Devices and drives, you will find the DVD player (look for the name of your DVD listed). Right click on the **DVD Drive** to reveal a drop-down menu.
- c. Select the **Eject** option.



Play Video on Blu-ray Disc – Portable Player Required

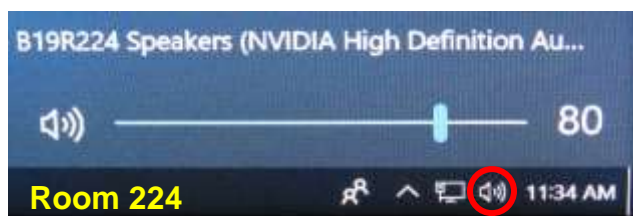
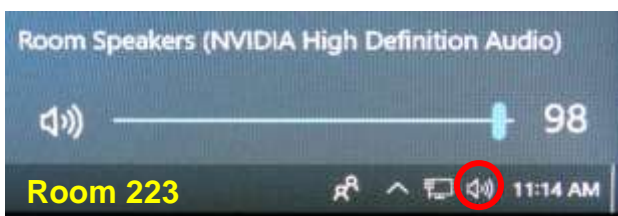
Blu-ray is a digital data storage format for optical discs capable of storing high and ultra-high definition video resolutions. This computer **CAN NOT** play Blu-ray discs. If required, notify the OLLI office and a portable Blu-ray player can be provided.

ADJUST THE VOLUME

Since the sound system is routed through the control pad, the **Power On** button must be on for sound to be projected in the room. There are 3 different locations controlling the volume – so you may need to check all of them if you are encountering audio problems!

Computer Volume Level

Adjust the computer volume by clicking on the taskbar speaker symbol in the lower right-hand corner of the monitor (just before the date and time). Setting the volume to 100% can create distortion, so try not to set the computer volume level above 90%.




Video Volume Level

Applications that play videos (VLC Media Player, 321, Windows Media Player, etc.) have their own volume controls. Make sure that the application volume is high enough to be heard and not muted.



You can adjust the VLC volume by dragging the green sliding wedge forwards to increase the volume and backwards to decrease it.

Control Pad Volume

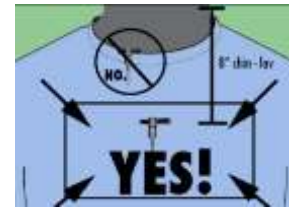
Use your finger to move the **Volume** slider blue bar up to increase the volume and down to decrease the volume. Toggle the mute button  directly under the volume slide control to turn audio off and on.



MICROPHONES

There is a set of 2 lavalier microphones that reside in their charging base behind the left monitor on the facilitator's desk. Microphone placement is the key to good sound! One end of the cord is attached to the lavalier base and the other end has an alligator clip that holds the small microphone. The on/off switch is on the top of the base unit and a red light indicates the microphone is turned on. The microphone should be attached on the sternum

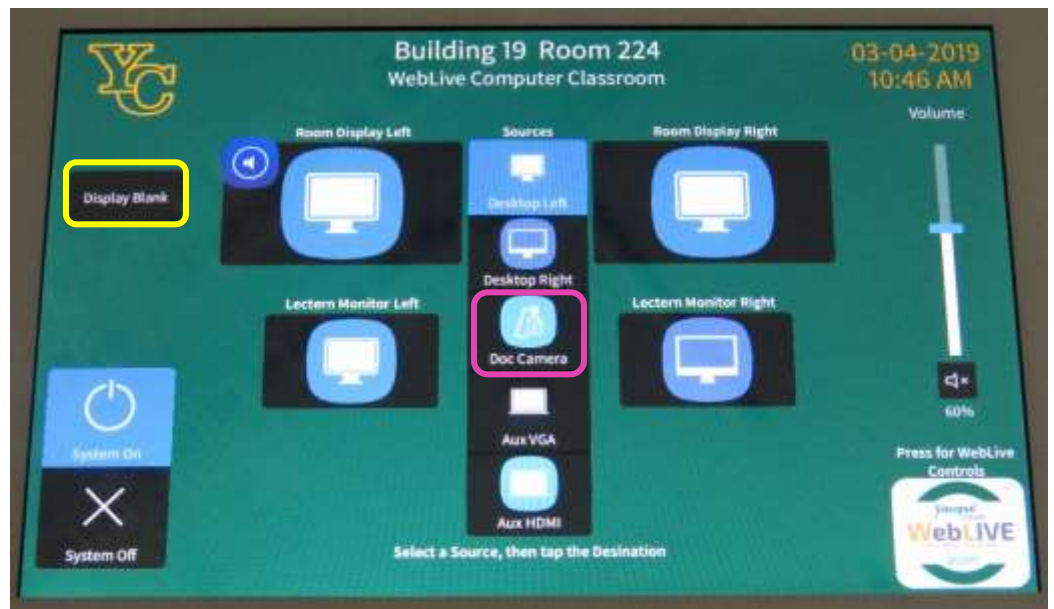
about 7" below the chin and slightly off-center (not directly under your mouth). Note that if mounted off-center, the speaker can't move their head back and forth while talking.



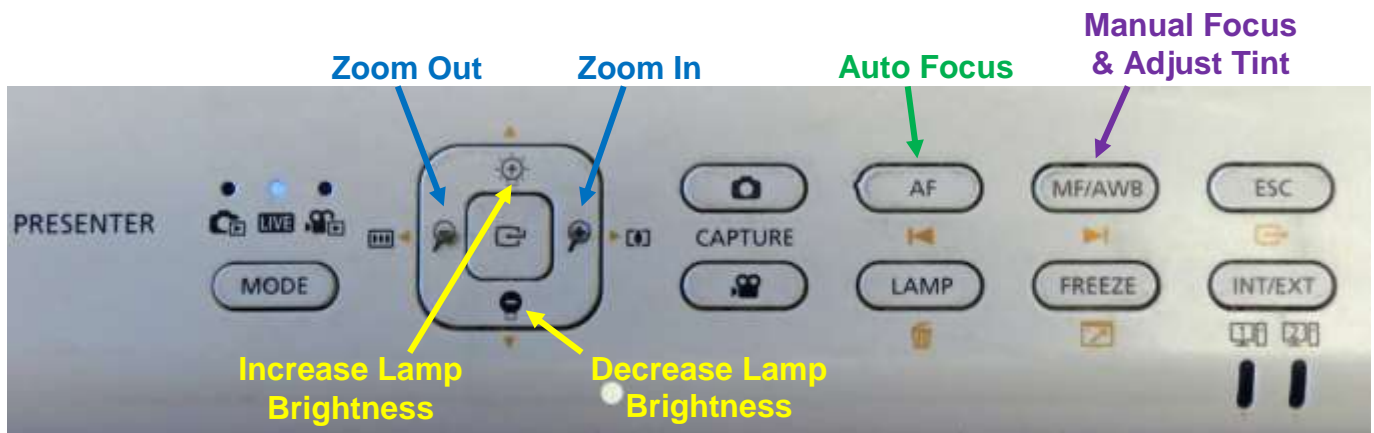
When finished with the microphone(s), be sure to turn them off and reseat them in their charging base. The 4 metal charging strips need to be aligned toward the back of the base. A red light on the charging base will blink when the microphones are charging. When fully charged, the light will remain solid red.

USE THE DOCUMENT CAMERA

The document camera projects objects or documents placed on its base on the projection screens and the room monitors.



1. Change the **Source** display to **Doc Camera**, then select which screen(s) you want to display the document camera images.
2. Turn on the document camera by pressing the **Power** button located on the right-hand side of the base. A blue light surrounds the button when it is powered.
3. Place the object/document to be displayed on top of the document camera base
4. Rotate the document camera arm until the camera is over the object to be displayed and the lens cap (if provided) is removed. Center your object/document under the camera.
5. Use the document camera control buttons to automatically focus, zoom in, zoom out, increase and decrease the display brightness, and adjust the tint.
 - Zoom in to see more details by pressing the Zoom In button.
 - Zoom out to see more of the object by pressing the Zoom Out.
 - If the object is not clearly focused, press the **AF** (Auto Focus) button.
 - If the color of your object/document is unnaturally tinted, press the **MF/AWB** (Manual Focus/Automatic White Balance) button twice to correct it.



6. Just like with the computer, the **Display Blank** button on the control pad will display or hide the object/document. When set, a black screen is displayed on the projection screen, but the computer monitor is not affected.
7. When finished displaying the object/document, change the control pad source display back to **Desktop Left** (or **Right**) to resume projecting from the computer. Don't forget to tap the destination! Then power down the document camera by pressing the **Power** button for several seconds until the blue light turns off.

ATTACH A SEPARATE DEVICE

You can connect your own laptop or other device to the system and use the room's audio system and projection capabilities. Connect your device with the HDMI, VGA Mini, or RCA connectors in the Cable Cubby. The OLLI office may have special adaptors for Apple devices. Once your device is connected, use the control pad to change your source display and destination.





PREPARE ROOM FOR THE NEXT USER



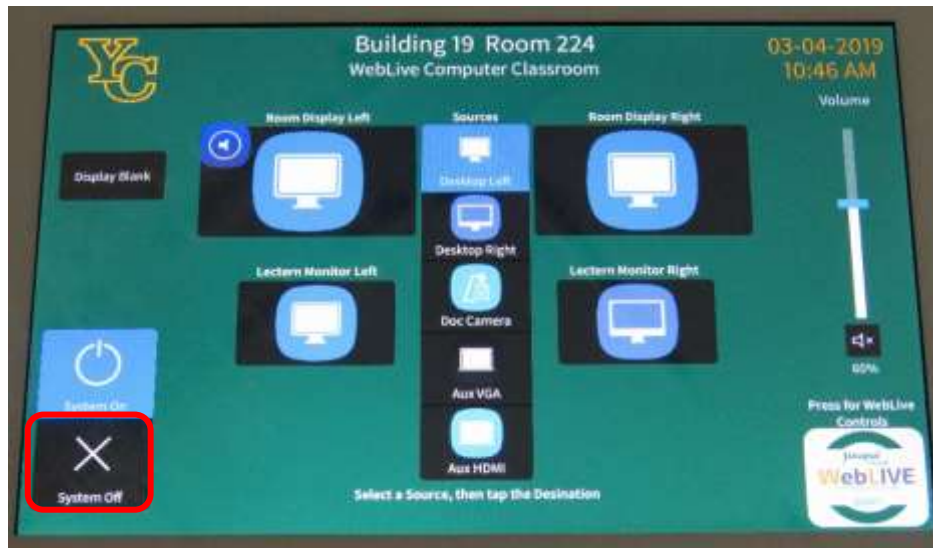
Logoff the Computer

Do **not** shut down the computer or turn the computer power button off! Press the keyboard **Ctrl**, **Alt**, and **Delete** keys simultaneously (just like logging in) and then select the **Sign out** option, or:

1. Right-click on the **Start** button  (in the lower left-hand side of the monitor).
2. Click on the login symbol for T-olli .
3. Select **Sign out** from the list of options.

Turn the System Off

Tap **System Off** on the control pad to shut down the system. This takes some time – so be patient. Don't forget to replace the microphones in their charging base!



Turn Classroom Lights Off

Make sure the classroom desks and chairs are returned to the same configuration you found them in and then use the light switches to turn off all the classroom lights.

STEPS TO FOLLOW IF SOMETHING ISN'T WORKING CORRECTLY

1. If the projectors are not projecting, turn the system off and then on again. Attempt this only once and be patient – it takes a while to reboot.
2. Check to see if a Tech Assistant or anyone in the classroom knowledgeable with the equipment can assist you.
3. Call the OLLI office at x7634 (928-717-7634) for assistance. They can provide ideas for you to try, come to the classroom to try to get things working, and contact the IT department if required.
4. If you are unable to contact someone from the OLLI office, contact the YC help desk at x2168 (928-717-2168).