Instructions for Using 31-102 Classroom Technology

Please leave this document in the classroom!

Important Contact Information

- For All Emergencies: 911 (Use classroom phone!) AED & First Aid is located in 31-103 (kitchen area)
- YC Campus Police: 311 or x2185 if using campus phone (928-776-2185 from your cell phone)
- Non-Emergency Campus Safety: 928-237-0420
- OLLI Office: x7634 (928-717-7634)
- IT Help Desk: x2168 (928-776-2168)

Updated January 14, 2023

Room 31-102 Classroom Technology
Updated January 14, 2023

Table of Contents

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. The latest version of this document can be found on the OLLI website.

TURN CLASSROOM LIGHTS ON/OFF

The room lights are controlled by a switch mounted on the wall near the door. Note that there is a time delay between when the switch is flipped on and when the lights actually turn on. The lights are also motion activated. The sensor is mounted in the ceiling in the middle of the room near the fire/smoke detector, so you may need to move around underneath it to turn the lights on.

Motion Sensor

EQUIPMENT LOCATION

The computer and control pad are located inside the equipment cabinet, while the keyboard, mouse, microphone, document camera, and remote controls are sitting on top (or in the labeled drawer). Note that the computer monitor is the flat-screen TV mounted on the wall. The cabinet door is opened & closed via a latch on the right-hand side.

Monitor

Document Camera

Control Pad

Keyboard & Mouse

Microphone

Cabinet Latch

Drawer

Computer

Equipment cabinet
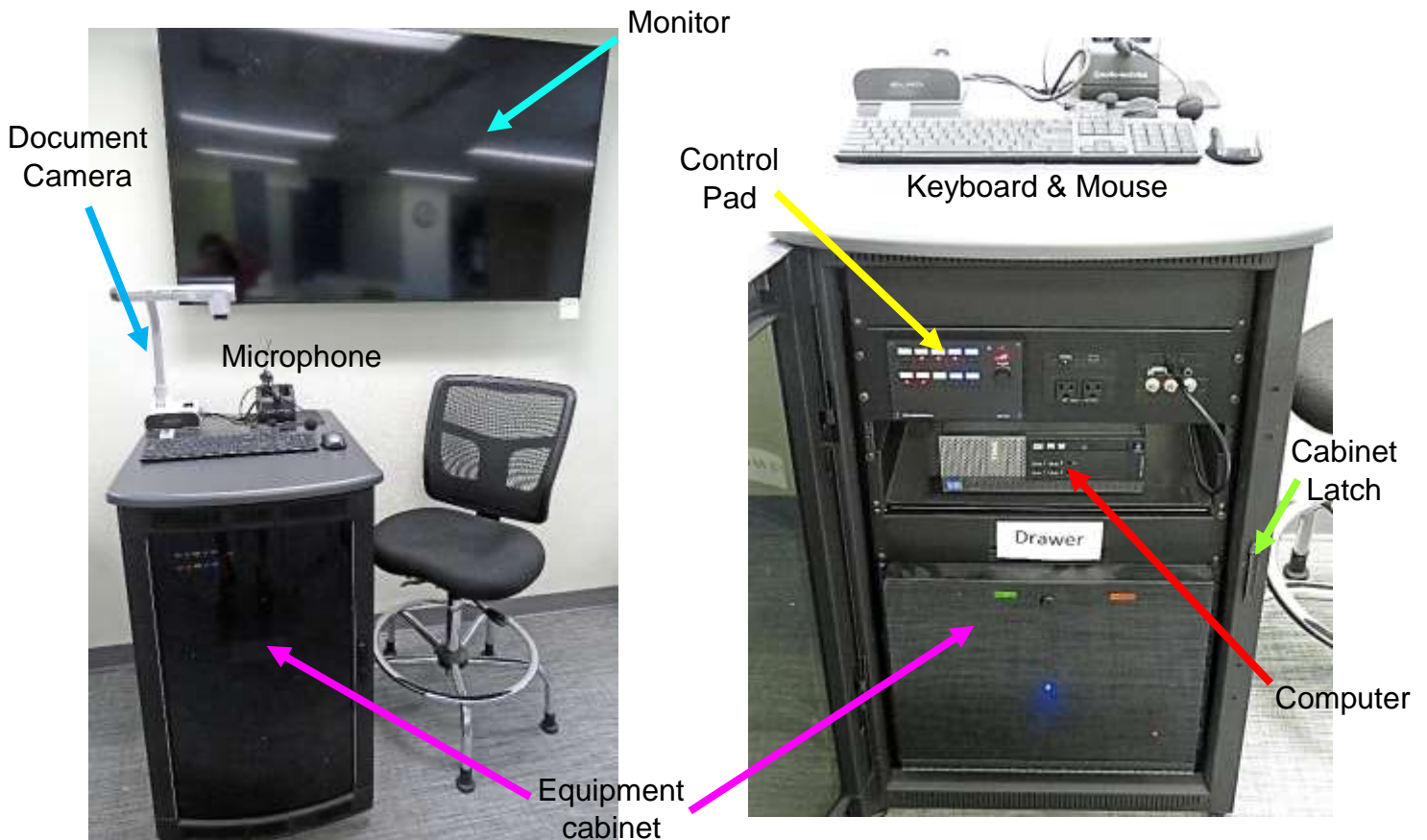
TURN ON AND CONTROL THE PROJECTION SYSTEM

The control pad controls the power, sound system, the display projected on the TV screen, and other attached equipment. Red lights above each button indicate which options have been selected. Press the **Power On** button on the Crestron control pad to project the computer screen onto the TV and activate the sound system.

Control Pad

a. **Power On** turns on the sound and projects the Room PC display on the TV screen.
b. **Sound On** is automatically set when Power On is pressed.
c. The **Image Blank On** button stops projecting the computer monitor image to the TV screen. A black screen is displayed until the Image Blank Off button is pressed.
d. **Room PC** is automatically set as the source display when Power On is pressed.
e. Since the Document Camera is connected to the computer using an HDMI cable, the **Aux HDMI** button turns on the document camera.
f. **Power Off** turns off the TV screen and the sound system.
g. **Sound Off** turns the sound system off.
h. **Image Blank Off** projects the computer monitor image to the TV screen.
i. **Aux VGA** connects a separate device to the system via a VGA cable.
j. **Aux Video** is used to connect an auxiliary video device to the system.
k. Rotate the **Volume** knob clockwise to increase the volume and counterclockwise to decrease the volume. Lights above the dial indicate whether the volume level is increasing or decreasing. Note that some dials need to be turned repeatedly before the volume adjusts.

LOGIN TO THE COMPUTER

1. The Windows 11 PC is located inside the equipment cabinet. Verify that the computer is turned on by looking for a small light inside the lower right-hand corner power button. If the button light is off, press the power button to turn the computer on.


2. If the TV screen fails to turn on, *DO NOT* directly touch the TV. Instead, press the red **Power On/Off** button on the Panasonic Display remote control.

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

Caps Lock indicator light

Caps Lock

4. When prompted, accurately enter the provided username and password then press the keyboard **Enter** key. Note that the username is *not* case sensitive, but the password *is* – so use capital letters when required! Be patient, as it may take some time for the system to initialize.
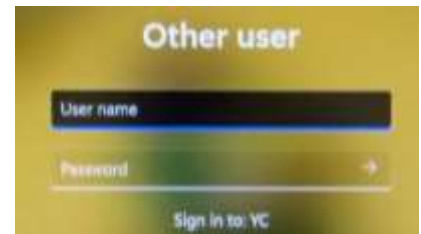

5. When the pop-up window asking for your CAS login credentials for printer access appears, click the **Cancel** button.


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 verify you typed it correctly. When you type your password, the characters are hidden for security reasons. After you begin typing, you can display the characters already typed by clicking on the eye symbol that appears on the right-hand side of the password window.
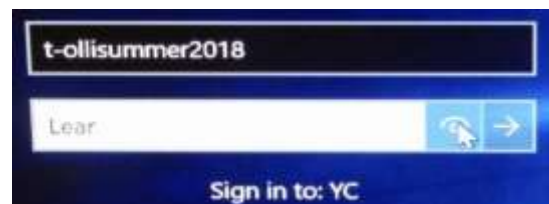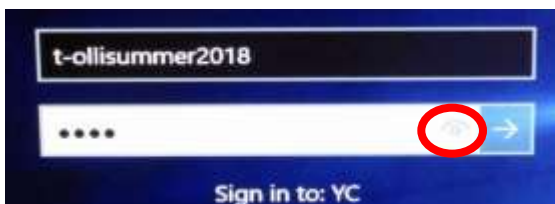
CONNECT TO THE INTERNET

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 choose **Accept and Continue** to establish a wireless connection.
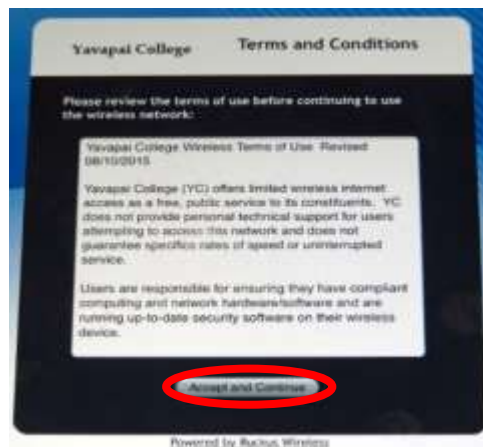

PLAY A VIDEO

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

Open a web browser (Firefox, Edge, or Chrome) and navigate to the video source. Note that the screen layout and applications on the desktop may be different.

## Play Video or Access Files 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 **Devices and drives**, click on your drive (*Drive E* in the example) to open it and access your files. When you click on your video, VLC should begin playing your video.

This PC
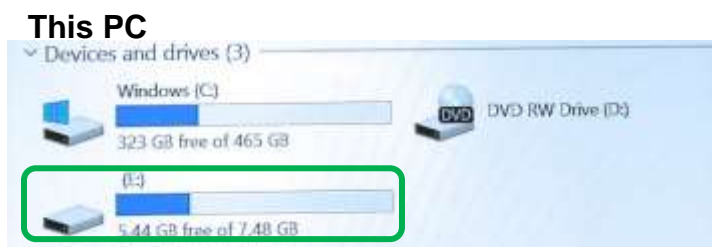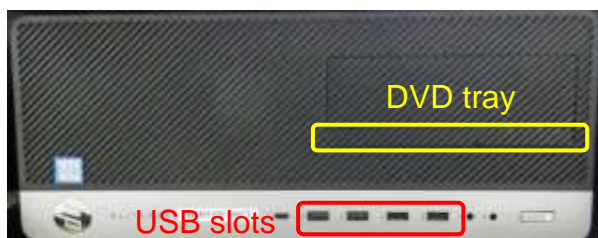
Play Video or Access Files on DVD

Open the computer DVD tray by pressing the CD/DVD 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 ⚠).


When your DVD begins to play, a privacy and network access policy pop-up window appears. Select **Continue** at the bottom of the window or just close the window by clicking on the **X** in the upper right-hand corner.
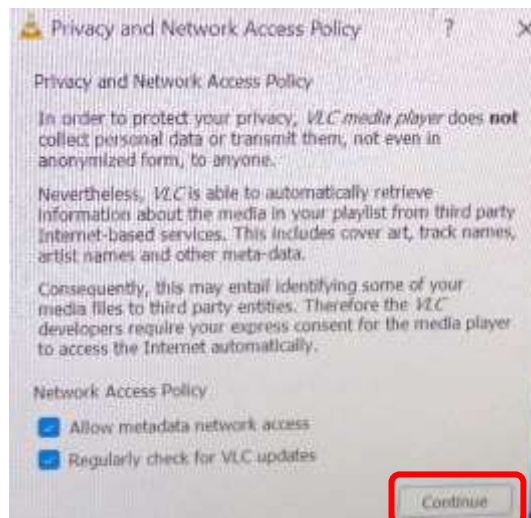
The VLC icon doesn't appear on the desktop

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 listed will be the desktop app. Click on the **VLC media player** desktop app to start the application.

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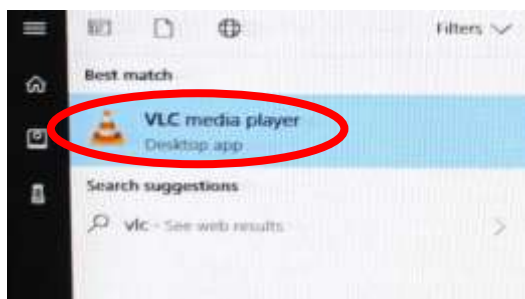
1. After opening the VLC Media player, click on **Media** then **Open Disc** (or press the **Ctrl** key plus the **D** key simultaneously).
2. The title of your DVD should be displayed in the **Disc device** window. If VLC can't read the title (which happens with some Learning Company DVDs), it will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

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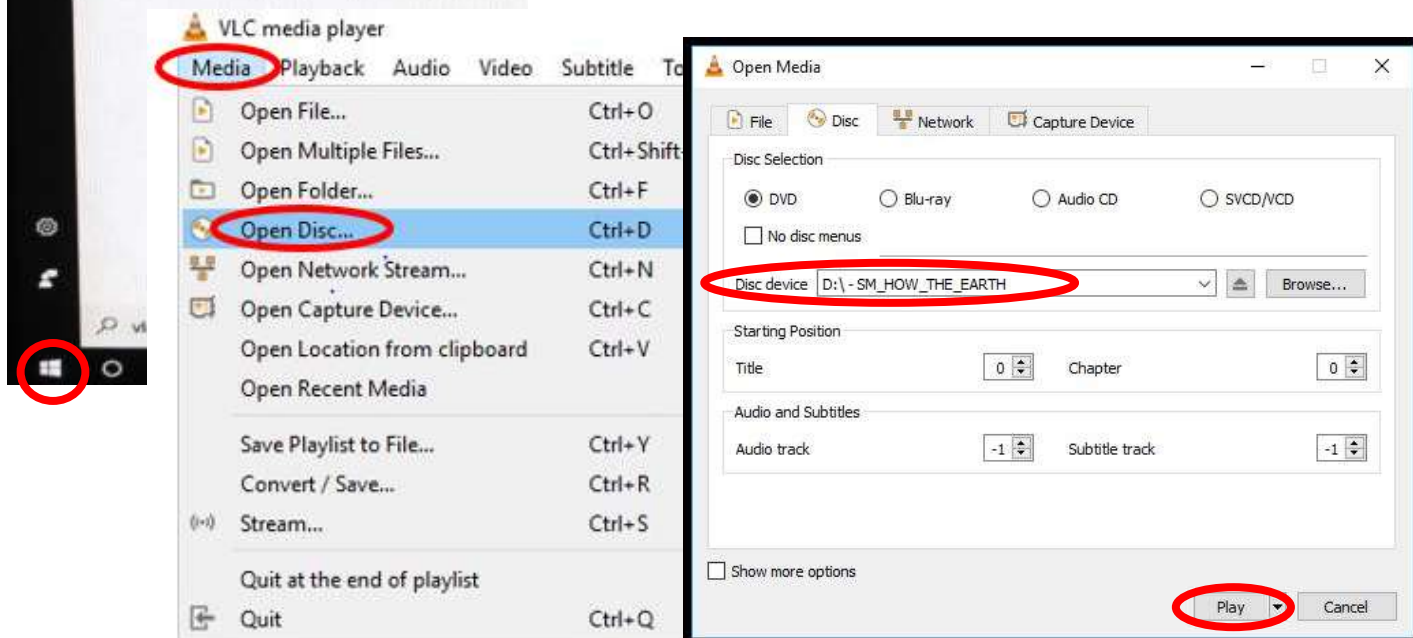
VLC Control Buttons, Shortcuts, and Adjustments

Below are the **VLC controls** (located on the lower left-hand corner of the application) and their descriptions.
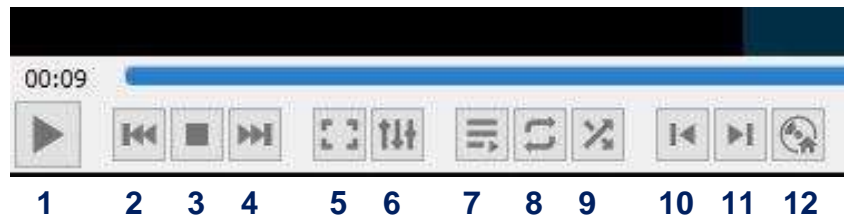
1. When pressed, the **Play** ▶ button will display two vertical lines ❙❙ that allow you to **Pause** the video until the Play button is pressed again.
2. The **Rewind** ⏮ button reverses the video. You can also adjust the playing position by moving the blue slider bar above the controls backwards or 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 exit full screen mode, 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).

If the DVD has subtitles, you can turn them on by clicking on **Subtitle**, then **Sub Track**, and selecting the **English** track (Track 1 in this example).
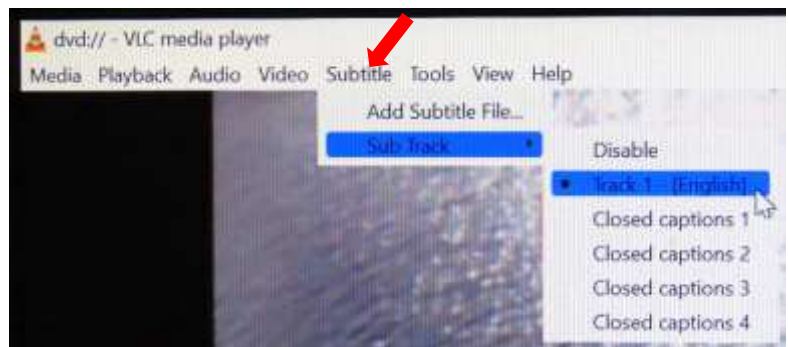
VLC Media player shortcuts allow you to perform actions without moving your mouse or clicking on the menu buttons. Just press the shortcut keys to instantly launch an action. A sample of the more useful shortcuts are listed below:

- **f** turns full screen mode on and off. This is useful if the minimize and maximize options do not appear on 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. If the DVD tray will not open, perform the following steps:

a. Click on the desktop **This PC** icon.
b. Under **Devices and drives**, 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.
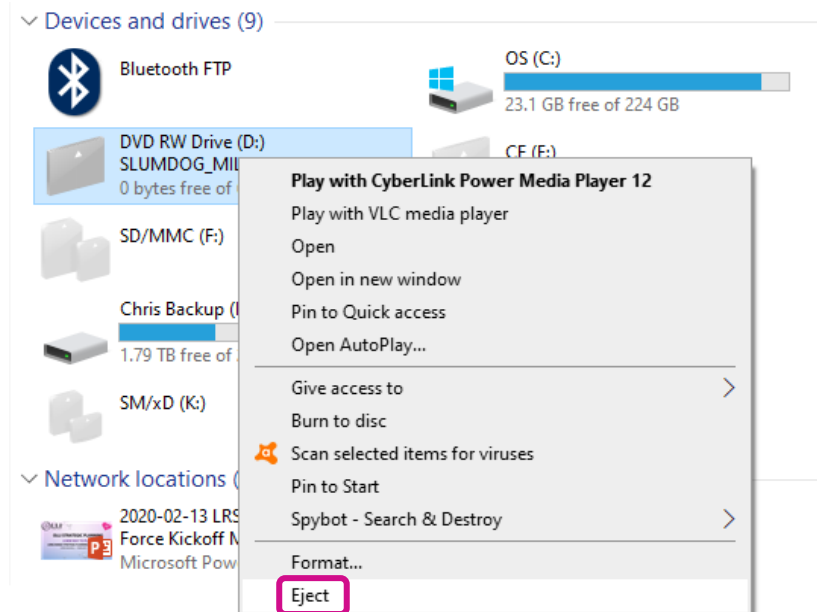
Play Video on Blu-ray Disc – Portable Player Required

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 well before your class is ready to begin 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 (that includes the microphones). 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 TV screen (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%.
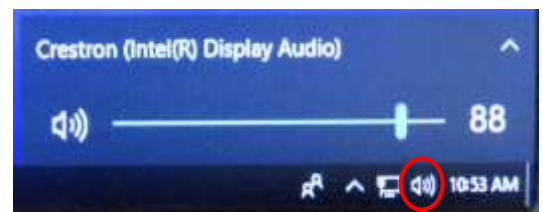
Video Volume Level

Applications that play videos (VLC Media Player, YouTube, 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

Rotate the control pad **Volume** dial clockwise to increase the volume and counter-clockwise to decrease the volume. The lights above the dial indicate whether the volume is increasing or decreasing.

MICROPHONE for Hearing Aids Only

A lavalier resides in the charging base on top of the equipment cabinet. **This microphone only connects to the ear receivers available in the OLLI office and certain types of hearing aids. They do not amplify sound throughout the classroom.** Classroom participants must sync their hearing aids to the microphones. If you need to project your voice to everyone in the classroom, the office has portable speakers and microphones you can use.

One end of the cord is attached to the lavalier base and the other end connects to a headset that supports a small microphone. The on/off switch is on the top of the base unit and a red light indicates the headset microphone is turned on. When finished with the microphone, be sure to turn it off and reseat it properly in the charging base. The metal charging strips need to be aligned toward the back of the base. Microphone placement is the key to good sound! 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.
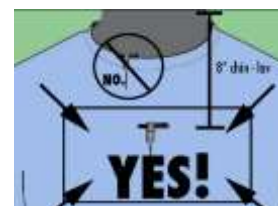
USE THE DOCUMENT CAMERA

The document camera allows you to project objects or documents sitting onto the equipment cabinet on the room screens and monitors.

1. Press the **Aux HDMI** button on the control pad to change the source display from the **Room PC**. This will turn on the Document Camera as indicated by a blue light surrounding the **Power** button on the base of the projector. If the document camera does not turn on automatically, press and hold the **Power** button until the blue light appears. Note that

you will NOT see a bright light projected under the document camera when it is turned on.

Power
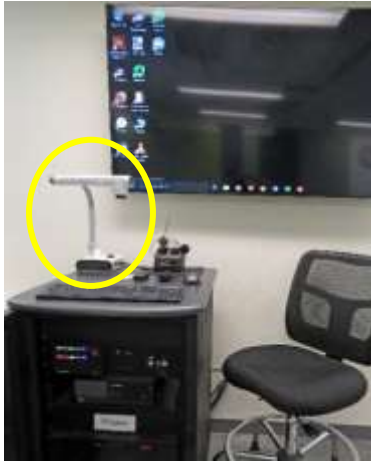
2. Place the object/document to be displayed on the equipment cabinet in front of the document camera.
3. Rotate the document camera arm until the camera is over the object to be displayed. Center your object/document under the camera.
4. Use the ELMO remote control or controls on the Elmo base to automatically focus, zoom in, zoom out, increase and decrease the display brightness.
5. Press **Zoom in** (+) to increase the size and display more details.
6. Press **Zoom out** (-) to decrease the size and display more of the object.
7. If the object is not clearly focused, press the **AF** (Auto Focus) button on the arm or remote.

Power

Adjust brightness

Zoom out to see more of the object

Zoom in to see more details

Auto Focus

8. Just like with the Room PC, the **Image Blank On** and **Image Blank Off** buttons on the control pad will display or hide the object/document. When selected, a black screen is displayed on the TV monitor.
9. When finished displaying the object/document, change the control pad source display back to **Room PC** to resume projecti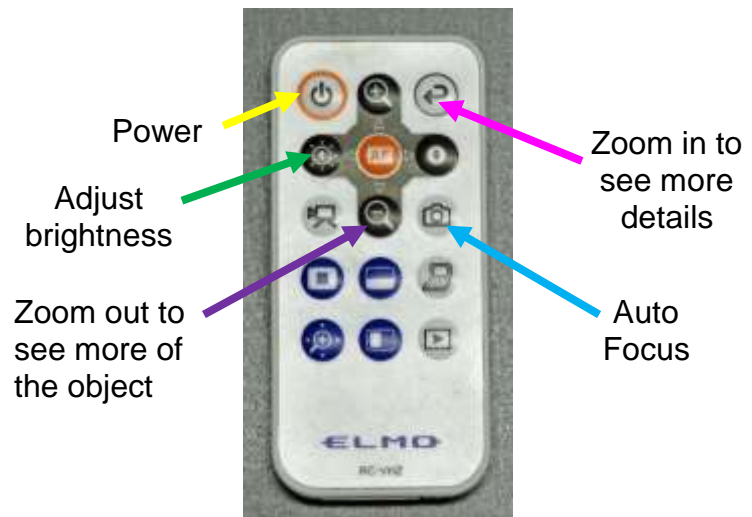ng from the computer. If the Document Camera does not automatically turn off, press and hold the **Power** button until the blue light turns off.

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 cable currently attached to the document camera. The OLLI office has special adaptors required for Apple and Android devices. Once your device is connected, use the control pad to change your source display.

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 perform the following steps:

Turn the System Off

Press the **Power Off** power button to shut the system down. This takes some time – so be patient. Don't forget to turn off and replace any remotes or microphones back 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 switch on the wall to turn off all the classroom lights.

STEPS TO FOLLOW IF SOMETHING ISN'T WORKING CORRECTLY

1. If the TV is not projecting, use the Panasonic Display remote control to turn the TV on.
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 (928-776-2168).

Prescott Campus

Yavapai COLLEGE
yc.edu

Rev. Dec. 17, 2023

ONE WAY ROAD

MAIN ENTRANCE

Sculpture Garden

Michael Pantalione Soccer Field

Roughrider Baseball Field

Roughrider Softball Field

Roughrider Tennis Courts

1 - Registration, Advising, Learning Center
2 - EMS, Nursing, Physical ED, Gym
3 - Business, Communications, Liberal Arts, Food Court
4 - Math, Science
6 - ITS
13 - Dell E. Webb Family Enrichment Center
19 - Library, Computer Commons
27 - NARTA Training Facility
29 - NARTA
28 - College Police
31 - OLLI

- Arts (1, 5, 16, 17 & 18)
- Music / Performing Arts (15 & 16)
- Shipping Receiving, Printing Services, Mail Center, Purchasing
- Residence Halls (8 & 10)
- Facilities Management
- YC Sculpture Garden

- Emergency Phones
- Handicap Access / Parking
- Book Drop
- Parking (A) – (T)
AED locations

AED LOCATIONS

Building	Room(s)	Building	Room(s)
1	101	16	201,314
2	101, 110, 131	19	100
3	102, 212	24	100 (Tennis Shed)
4	101	30	114
6	103	31	103
9	Soccer Shed	32	227
13	102	36	101 (Umpire Office)
15	100		