Instructions for Using 30-126 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 or near 30-114
- 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)

Room 30-126 OLLI 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 by the classroom door.

EQUIPMENT LOCATION

The facilitator's workstation located in the front of the room consists of two large wall-mounted monitors, a tiny computer and DVD player mounted behind the left monitor, an adjustable camera mounted between the monitors, a wireless keyboard, a wireless mouse, a wall-mounted control pad with auxiliary connections, a document camera, a conference station Voice over IP (VoIP) phone for remote access, and a presentation remote control laser pointer.

TURN ON AND CONTROL THE PROJECTION SYSTEM

The MP-B20 touch screen control pad simulates the Creston control pad by providing 2 rows of buttons, a 5 way directional navigation pad used to control DVD play, and volume control arrows. A red light underneath each control pad button indicates which options have been selected. Since the projection and sound system are routed through the control pad, the **System On** button must be set for the monitors to display and for sound to be projected in the room. When the system is on, the computer monitor screen is displayed on both room monitors.

If the control pad is only displaying the current time, press the Power button or swipe anywhere along the screen to activate the control pad.
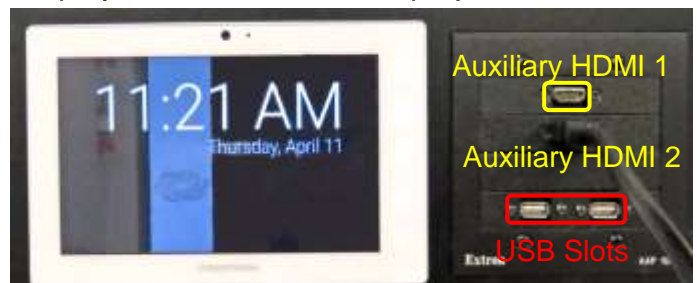
Control Pad Options:

a. **System On** turns on the sound system and projects the room PC display on the monitors.
b. **System Off** turns off the sound system and monitors.
c. **PC** is automatically set as the source display when **System On** is selected. The computer monitor is displayed on both wall-mounted monitors.
d. **AUX HDMI 1** connects an auxiliary device to the system using the top HDMI connector mounted to the right of the control pad. If this option is selected and the PC option is also selected (by default), the PC contents will display on the left monitor and the connected auxiliary device will display on the right monitor. Turn off the PC source to display the auxiliary device on both monitors.
e. **AUX HDMI 2** connects an auxiliary device to the system using the bottom HDMI connector mounted to the right of the control pad. The document camera is currently connected to **AUX HDMI 2**. If this option is selected and the PC option is also selected (by default), the PC contents will display on the left monitor and the connected auxiliary device will display on the right monitor. Turn off the PC source to display the auxiliary device on both monitors.
f. **System Reset** reverts the source display to the default PC settings and configuration.
g. **Zoom In** magnifies the projection image and **Zoom Out** shrinks the projection image.
h. The **Volume** dial does NOT adjust the sound system volume. Instead, use the up and down arrows on the right-hand side of the control pad to adjust the volume. Lights above the dial indicate whether the volume level is increasing or decreasing.
i. The 5-way directional navigation pad controls the DVD player operations. The pad can be used to move the cursor **up**, **down**, **right**, or **left** and the center button **enter**s your selection.

LOGIN TO THE COMPUTER

1. The Windows 11 ThinkCenter M700 Tiny Desktop computer and an external DVD drive are mounted behind the left-hand side monitor. Verify that the computer is turned on by looking for a small green power button indicator light. If the light is off, press the **Power** button to turn the computer on.

2. Verify that the LG monitors are turned on by looking for a green power indicator light within the power button located underneath the front lower right-hand corner of the monitor. If the light is off, press the **Power** button.

Power button & indicator light

Computer

DVD Player

CD/ DVD Tray

USB Slots

Eject button

Left Monitor

Power Button & indicator light

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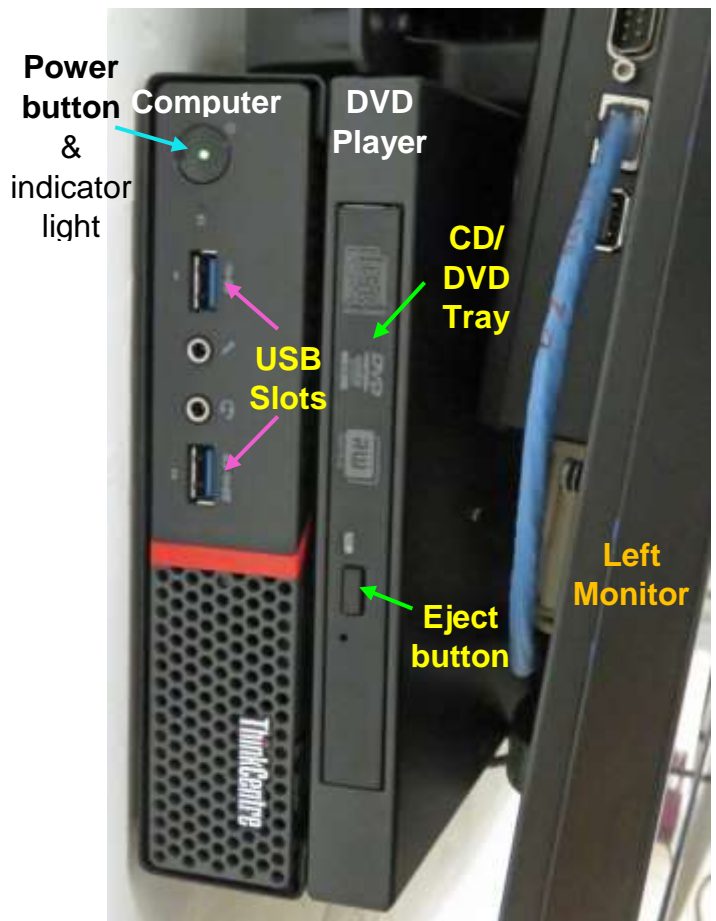
3. Press the wireless keyboard **Ctrl**, **Alt**, and **Delete** keys (circled in red on the keyboard below) at the same time to display the login screen.

Caps Lock indicator

Caps Lock

4. When prompted, accurately enter the provided OLLI 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.
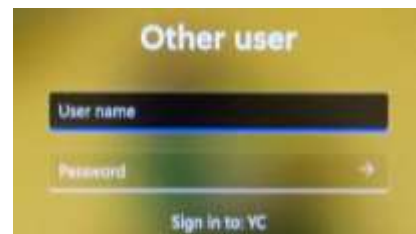
5. When the pop-up window asking for your CAS login credentials for printer access appears, click the **Cancel** button.


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 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 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.
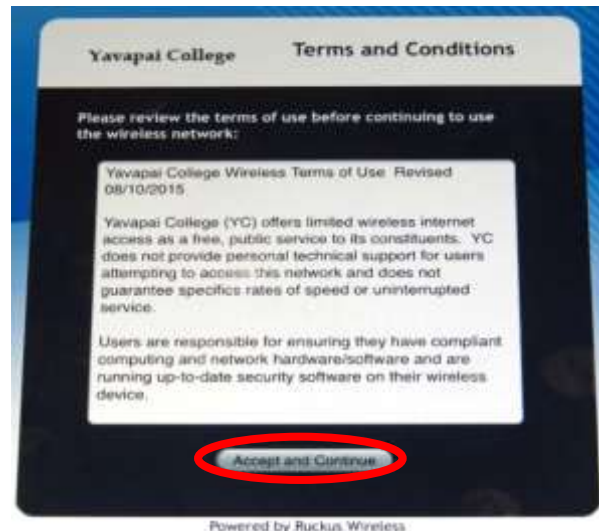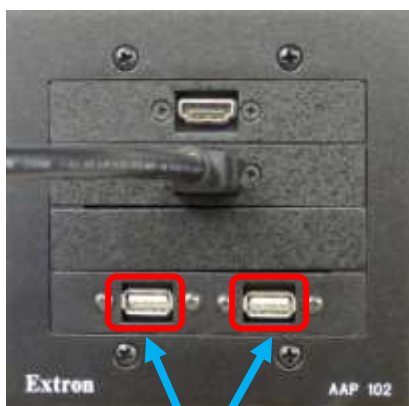

PLAY A VIDEO

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

Open a web browser (Firefox, Edge, or Chrome) by clicking on the icon on the desktop or along the bottom taskbar. Then navigate to the video source.

Play Video or Access Files on USB/Flash Drive


Auxiliary Connections
USB slots

Insert your USB drive containing the video into one of the 2 USB slots in the front of the computer or one of the 2 USB slots in the auxiliary connections located to the right of the control pad.

If your device does not automatically open, open **This PC** to access it. Under **Devices and drives**, click on your drive (*USB 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

USB Drive

Play Video on DVD

Open the CD/DVD tray by pressing the eject button. 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, replace the disc, and close it again). If that doesn't work, click on the desktop **VLC** icon (traffic cone).

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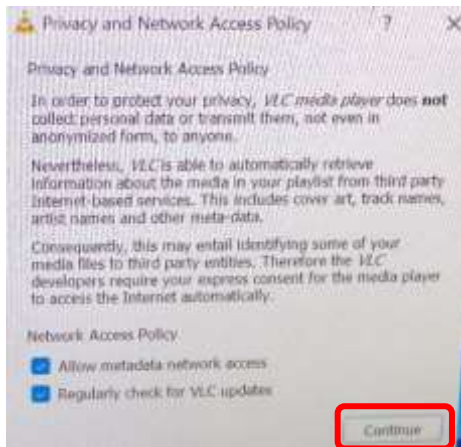
When your DVD begins to play, a privacy and network access policy pop-up window appears. Select **Continue** at the bottom of the window or just close the window by clicking on the **X** in the upper right-hand corner.

The VLC icon doesn't appear on the desktop

1. If the VLC icon doesn't appear on the desktop, 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.
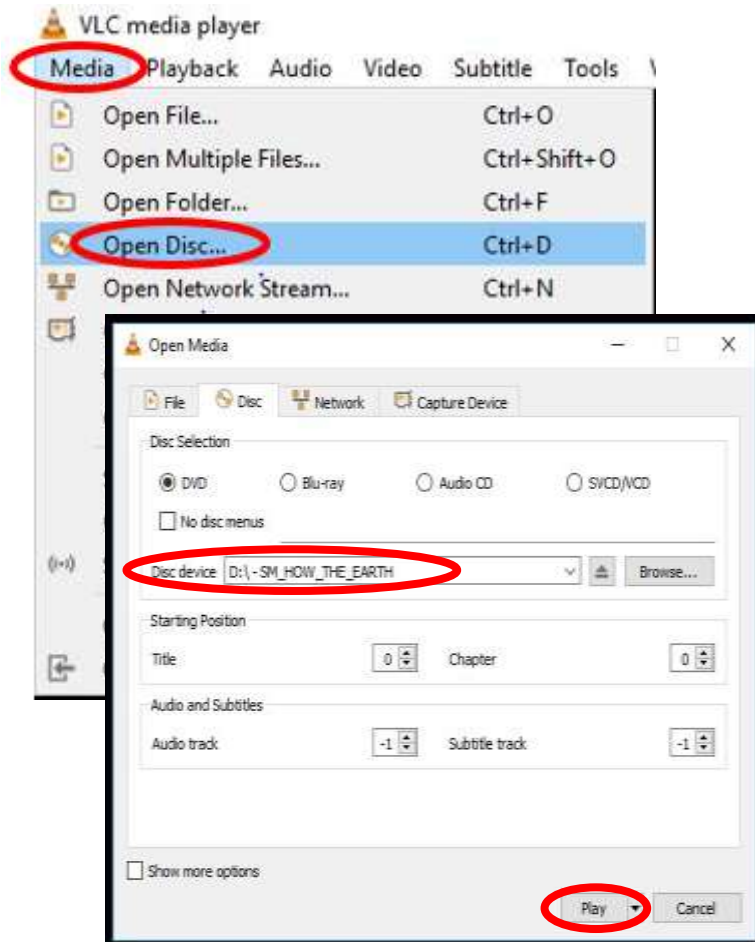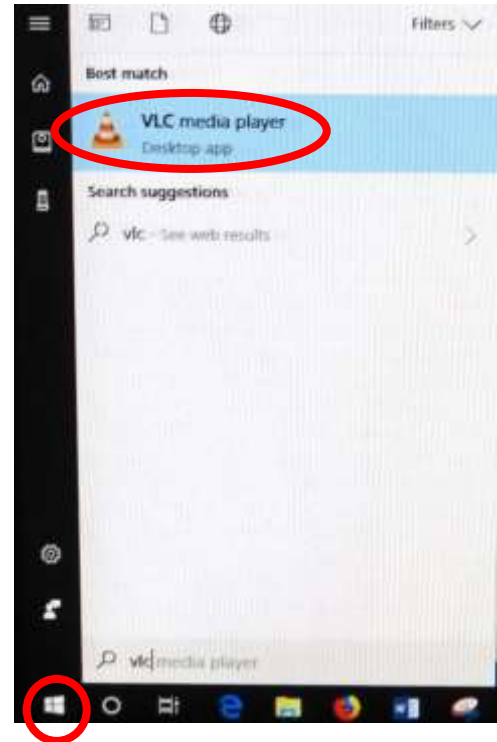
VLC doesn't automatically play the DVD

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 to start playing your DVD.

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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.
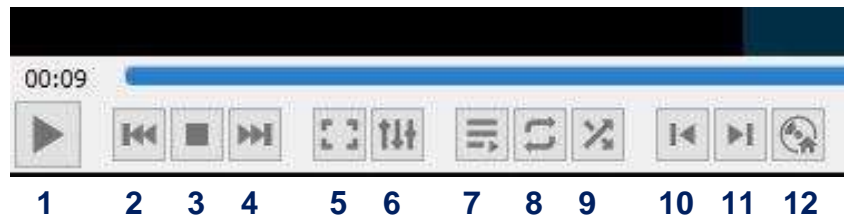
1. When pressed, the **Play** ▶ button will display two vertical lines ❚❚ that allow you to **Pause** the video until the Play button is pressed again.
2. The **Rewind** ◄◄ button reverses the video. You can also adjust the playing position by moving the blue slider bar above the controls backwards or 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).
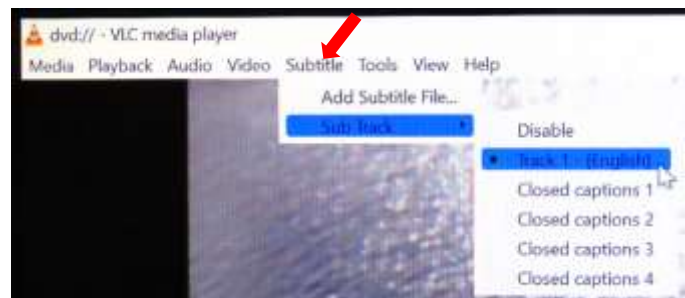
VLC Media player shortcuts allow you to perform actions without moving your mouse or clicking on the menu buttons. Just press the shortcut keys to instantly launch an action. Some of the more useful shortcuts are:

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- **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.
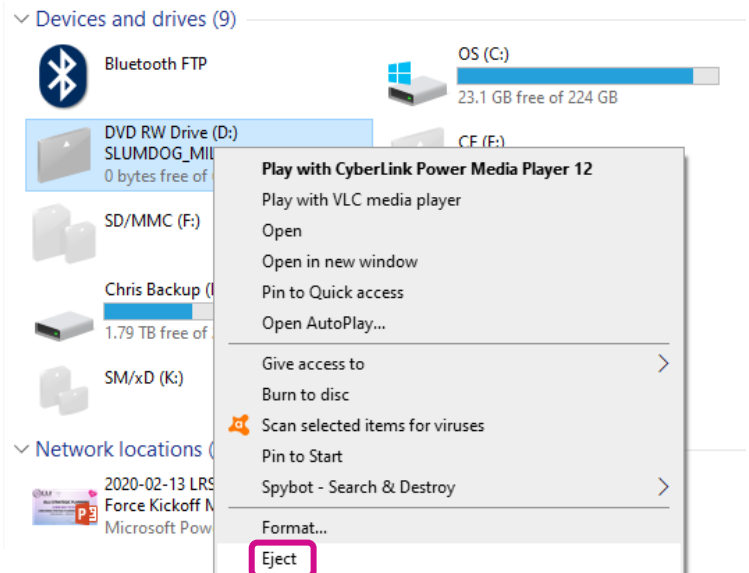
Play Video on Blu-ray Disc – Portable Player Required

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

CONDUCT A REMOTE MEETING USING ZOOM

OLLI facilitators must log into the Zoom app on the desktop or use the website zoom.us to open the meeting. If you log in with an email link provided by the OLLI office for meeting participants, Zoom will not realize you are the meeting host.

1. Open all the media you plan to share during the meeting on the computer. That includes any PowerPoint presentations, videos, documents, links, files, images, etc.
   a. To improve video resolution for participants when sharing a video, reduce the size of the window to about ¼ of the monitor size before minimizing it. And don't forget to check the **Optimize for video clip** button at the bottom of the **Share Screen** to prevent your microphone from picking up the audio playing on your device.

b. To prevent your PowerPoint presentation from taking up the entire monitor, open your presentation and select the **Slide Show** tab. Then click on **Set Up Slide Show** and select the **Browsed by an individual (window)** option. Don't forget to click **OK** at the bottom of the **Set Up Show** screen to save your options! Even though the PowerPoint window will not cover the entire desktop (allowing you to access other content), Zoom participants will view it in full-screen mode.
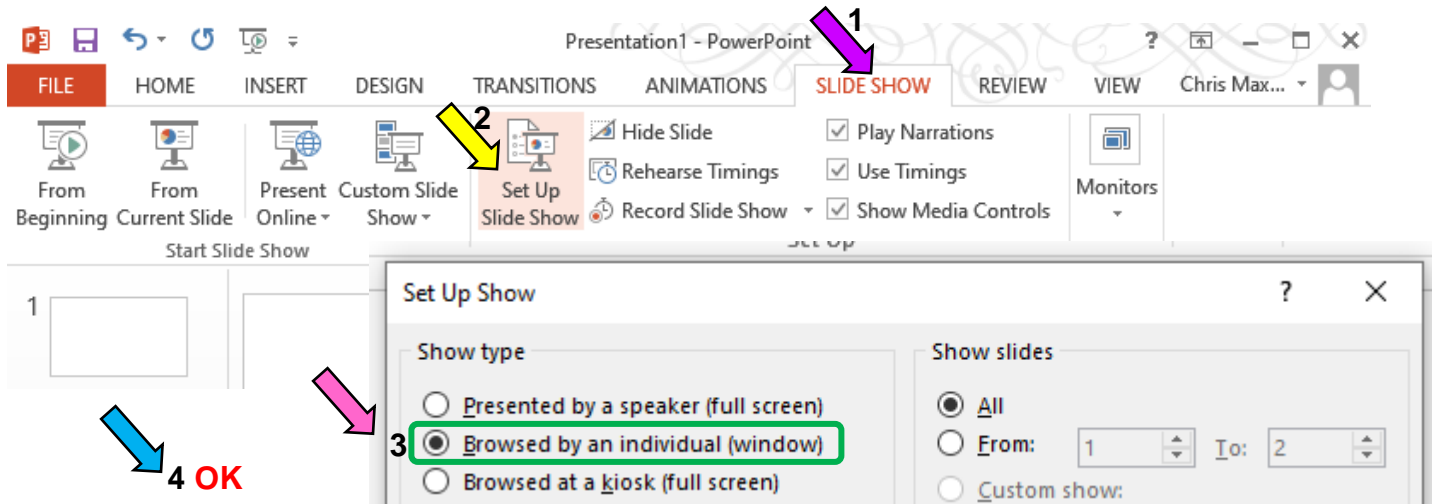
2. After all your presentation material is queued up, open the Zoom application. This can be accomplished multiple ways:
   a. Open a browser (Chrome, Firefox, or Edge) and enter **zoom.us** in the URL address field.
   b. Click on the desktop **Zoom** icon. When you open the desktop Zoom app a new window asking for your CAS login will pop-up. Delete the CAS login window by clicking on the **X** in the upper right-hand corner to reveal the Zoom sign in screen hidden underneath.
   c. Open a browser (Chrome, Firebox or Edge) and log into your email account (Gmail, AOL, Outlook, etc.). Go to the email message containing the invitation for the Zoom session and click on the URL address (i.e. https://yavapai.zoom.us/j/123456789). This will launch the Zoom session automatically without needing to log in to the Zoom account.
3. If required, log in to the OLLI Zoom account using the provided email address and password. When prompted, join the meeting with computer video and audio. If a pop-up window requests your CAS login (which you do not have), delete the window. That will uncover the sign-in screen for Zoom hidden underneath. When prompted, join the meeting with computer audio.
4. Once started, the Zoom window will display in full screen mode on the monitor(s) and projection screen. If the Zoom display is distracting and you have no media to share, blank the presentation screen. (Just remember to unblank it when you are sharing screens.)
5. After you start your Zoom meeting, the room camera and ceiling microphones will automatically activate and both monitors will display the default camera view that displays the entire room.
6. Use the Logitech camera remote (not the presentation remote) to adjust the camera angle up, down, and to the left or right. You can also use the **Zoom In** and **Zoom Out** buttons on the control pad to focus on the facilitator or in-person attendees.
7. Adjust the room lighting if necessary.

8. Assign your co-hosts and begin admitting people from the waiting room if enabled.
9. When your class is ready to begin, mute all Zoom participants.
10. Before beginning your presentation, remind those attending remotely via Zoom to:
    a. Keep themselves muted to avoid distractions.
    b. Control the audio on their own device to increase or decrease the volume.
    c. Use the **Chat** feature to submit questions & comments.
11. A co-host should monitor **Chat** to relay all questions and comments to the presenter at an appropriate time.
12. Use the **Share Screen** option to display the media you already opened on your computer. Note that the Screen Sharing Meeting Control Toolbar that is displayed at the top of your Zoom screen may cover some of the material you are presenting.

To hide the floating meeting controls:
  a. Select the Screen Sharing Meeting Control Toolbar **More** (…) option then the **Hide Floating Meeting Controls** option, or
  b. Use the keyboard shortcut by pressing the **Ctrl**, **Alt**, **Shift**, and **H** keys simultaneously.

Pressing the **Esc** key will bring the controls back into view.
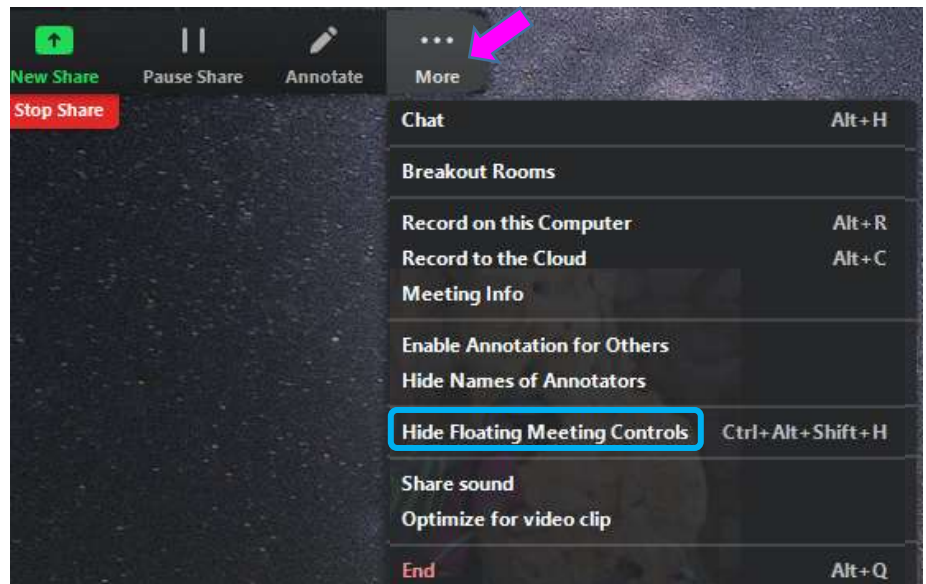
13. If additional media is to be shared, use the **New Share** option and select different material on the computer.
14. When finished sharing screens, select the **Stop Share** option to project the meeting participants' video squares in full screen mode on the room monitors.
15. When the session is finished, click on the **End Meeting for All** button. You can then examine the meeting statistics to determine who attended via Zoom.

Troubleshooting Zoom

No sound on your end

- Check your device's volume control.
- Use the menu next to the Zoom microphone icon to select the correct speaker.
- Check the speaker's physical connection.
- If there is still no sound – the problem could be their microphone.
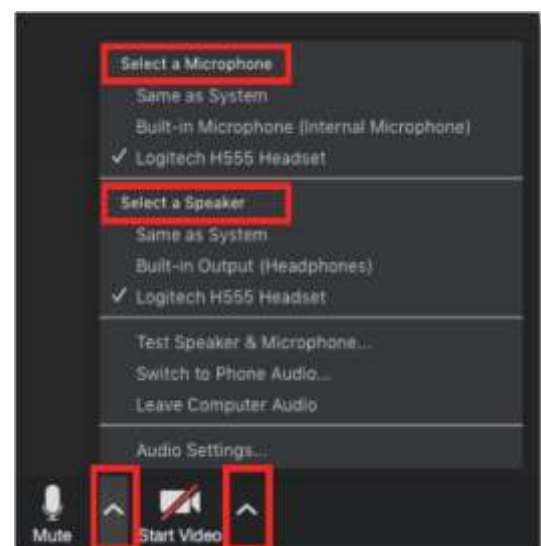
No sound on their end

- Check your microphone connection to the computer.
- Use the menu next to the Zoom microphone to select the correct microphone
- If there is green color bouncing inside the Zoom microphone icon when you speak, your microphone is working.

No video

- Check that the video is turned on. Use the menu next to the Zoom video icon to select the camera.

Audio or video is coming from the wrong device

- If it seems that your audio or video are coming from the wrong microphone or camera, select the up arrow (**Λ**) symbol next to the microphone or camera to select a different device. If the device is not listed, check its connection.

Bad connection with audio or video

- If you turn off your video in Zoom, the data load will be lower and it should improve the connection.

ADJUST THE VOLUME

Since the sound system is routed through the control pad, the **System 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%.
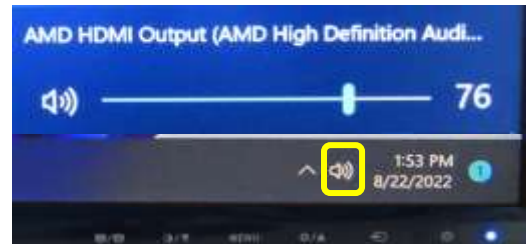
Video Volume Level

Applications that play videos (VLC Media Player, 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

Tap the control pad up arrow (▲) to increase the volume and the down arrow (▼) to decrease the volume. Note that the simulated volume dial *does not* affect the volume.

Increase Volume

Decrease Volume

USE THE DOCUMENT CAMERA

The document camera allows you to project objects or documents sitting underneath it's camera onto the room monitors. It can also function as a camera for Zoom sessions.

1. Set the control pad source display to **AUX HDMI**
2. The document camera will display on the left monitor, while the right monitor will continue to display your PC screen. If you want both monitors to display your document camera contents, turn off the **PC** source on the control pad.

3. Turn the Document Camera on by pressing and holding the **Power** button on the base until a blue light surrounds the button. Note that you will NOT see a bright light projected under the document camera when it is turned on.
4. Place the object/document to be displayed on the facilitator's workstation in front of the document camera.
5. Rotate the document camera arm until the camera is over the object to be displayed. Center your object/document under the camera.
6. **Zoom in** (**>**) to increase the size and display more details by pressing the forward button.
7. **Zoom out** (**<**) to decrease the size and display more of the object by pressing the reverse button.
8. If the object is not clearly focused, press the **AF** (Auto Focus) button.

Power

Adjust Lighting Color

Auto Focus

Zoom In

Zoom Out
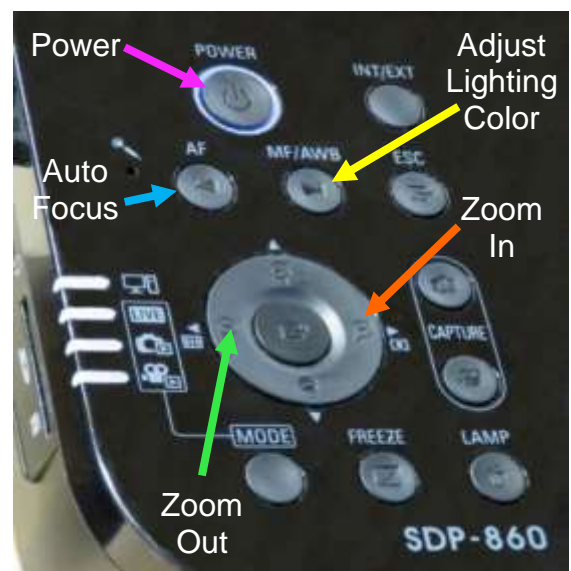
9. If the color of your object/document is unnaturally tinted, press the **MF/AWB** (Manual Focus/Automatic White Balance) button twice to correct the coloring.
10. Just like with the PC, the **Image Blank/Projector Blank** button on the control pad will display or hide the object/document. When set, a black screen is displayed on the monitors dedicated to the document camera, but the computer monitor is not affected.
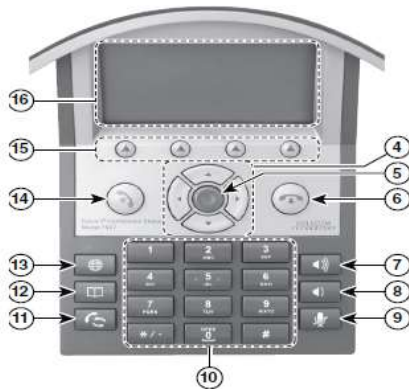11. When finished displaying the object/document, turn the Document Camera off (press the **Power** button) and change the **Source Display** back to the **Room PC**.

USE THE CONFERENCE PHONE STATION

The conference phone station allows people in remote locations to participate in the classroom discussion.

	Feature	Function
1	LED Indicators	Three multi-color LED indicators provide call status information: •Off: Ready, Call State Off •Solid amber: Powering On •Solid red: Powering On, Mute, or Voice Message •Flashing red: Hold •Solid green: Dial Tone, Dialing, or Connected •Flashing green: Incoming Call (Ringing/Connecting), or Receiving
2	Microphones	Three internal unidirectional microphones
3	Speaker	Internal Speaker
4	Navigation Button	Allows the user to scroll through menus and highlight items.
5	Select Button	Activates the currently highlighted screen menu option
6	On-hook Button	Ends Current Call.
7	Volume Up Button	Raises the volume of the speaker (off-hook) and the ringer (on-hook).
8	Volume Down Button	Lowers the volume of the speaker (off-hook) and the ringer (on-hook).
9	Mute Button	Toggles the Mute feature.

	Feature	Function
10	Keypad	Allows the user to dial phone numbers, enter letters, and choose menu items
11	Redial Button	Dials the most recent number you called
12	Directories Button	Toggles the Directories menu. Allows the user to access speed dials and directories.
13	Application Button	Toggles the Applications menu. Allows the user to access the Messages, Settings, and Services menus
14	Off-hook Button	Allows the user to go off-hook to: • Invoke a dial tone • Obtain a dial tone to initiate a call • Initiate a call after you enter a phone number • Answer an incoming call • View certain soft keys
15	Soft keys Button	Allows the user to select soft key options that display on the screen.
16	Conference Station Screen	Displays conference station menus and features.

CISCO

Forward All Calls

1. Press the **CFwdALL**. You will hear a confirmation beep.
2. Dial the number to which you want to forward all of your calls.
3. Press the pound key (#).
   The phone display will be updated to show that the call is forwarded.
4. To cancel call forwarding, press the **CFwdALL** soft key.

Place a Conference Call

1. During a call, press **more** and then **Confrn** to open a new line and put the first party on hold.
2. Place a call to another number.
3. When call connects, press **Confrn** again to add the new party to the existing call with the first party.

Ad Hoc Conference Call

1. From a connected call, press **Confrn**. (press the **more** soft key to see **Confrn**.)
2. Enter the participant's phone number.
3. Wait for the call to connect.
4. Press **Confrn** again to add the participant to your call.
5. Repeat to add additional participants.

Soft Key: List

The following is a comprehensive list of soft keys offered on the Cisco Unified IP Phone 7937 Conference Station. Functionality will vary depending on your system configuration.

Soft Key	Function
<<	Erases digits/characters that were entered incorrectly.
Answer	Answers the incoming call.
Call	Dials the selected phone number.
Cancel	Cancels the last selection.

Soft Key	Function
CFwdALL	Forwards all calls.
Conf	Adds a party to a conference call.
CallBack	Receive notification when a busy extension becomes available
Clear	Delete records or settings
ConfList	View conference participants
Corp Dir	Displays the local directory.
Details	Receive information on all placed, received, or missed calls
Dial	Dials a phone number.
Down	Decrease the display screen contrast settings
EditDial	Edit a number in a call log.
EndCall	Ends the current call.
Exit	Return to the previous screen
GPickUp	Answer a call ringing in another group
Hold	Puts the active call on hold.
LiveRecord	Records a call.
MeetMe	Host a Meet-Me conference
more	Displays additional soft keys
Msg	Allows you to check or listen to voicemails
New Call	Make a new call
Off	Toggle off the display screen backlight
On	Toggle on the display screen backlight
PickUp	Answer a call ringing in your group
Redial	Redial the most recently dialed number.
Resume	Returns to a call on hold.
Save	Saves your entry.
Search	Starts the search in the directory.
Select	Choose a menu item or call

Soft Key	Function
Submit	Confirms the UserID and Password entered for Personal Directory access
Transfer	Transfer a call.
TransVM	Transfer to Voicemail.
Up	Increases the display screen contrast setting.
Update	Refresh display screen content.
View/Edit	Enables view and edit capabilities.

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 connectors located next to the control pad. 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.

AUX HDMI 1
AUX HDMI 2 (document camera)
Extron
AAP 102
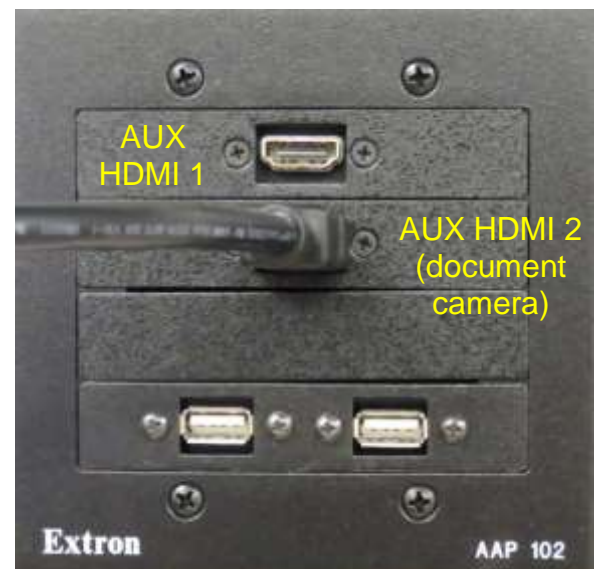
# PREPARE THE ROOM FOR THE NEXT USER

Shut Down 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.

Turn the System Off

Press the control pad **System Off** button to shut the system down. This takes some time – so be patient.

Turn Classroom Lights Off

Make sure the classroom is returned to the same configuration you found it in, all wireless devices are turned off, and then use the light switch on the wall nearest the door to turn off all the classroom lights.
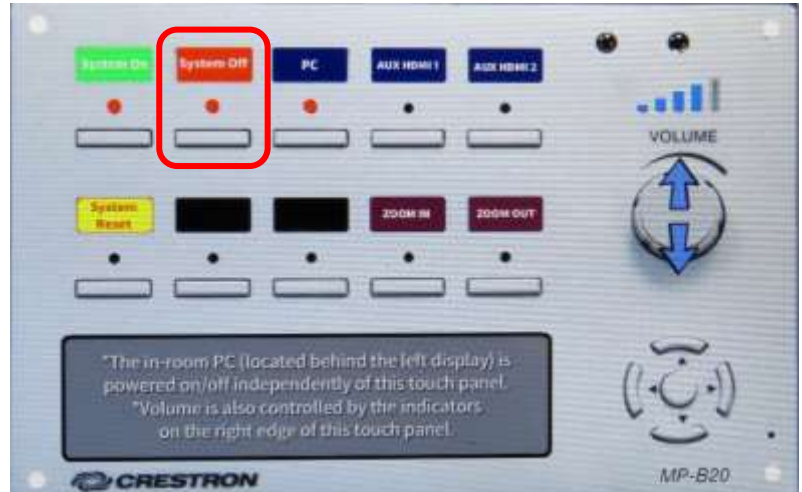
STEPS TO FOLLOW IF SOMETHING ISN'T WORKING CORRECTLY

1. If the projection system is not working, press the control pad **System Reset** button. If that fails, 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 (928-776-2168).

Prescott Campus

Yavapai COLLEGE
yc.edu

ONE WAY ROAD

MAIN ENTRANCE

Sculpture Garden

Michael Pantalione Soccer Field

Roughrider Baseball Field

Roughrider Softball Field

Roughrider Tennis Courts

Legend:

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

Map symbols:
- 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		

Rev. Dec. 17, 2021