

# Instructions for Using 3-204 Classroom Technology



*Please leave this document in the classroom!*

## Important Contact Information

- For All Emergencies: 911 (Use classroom phone!)  
AED & First Aid is located near 3-212
- 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

# Generic Classroom Technology

Updated January 14, 2023

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

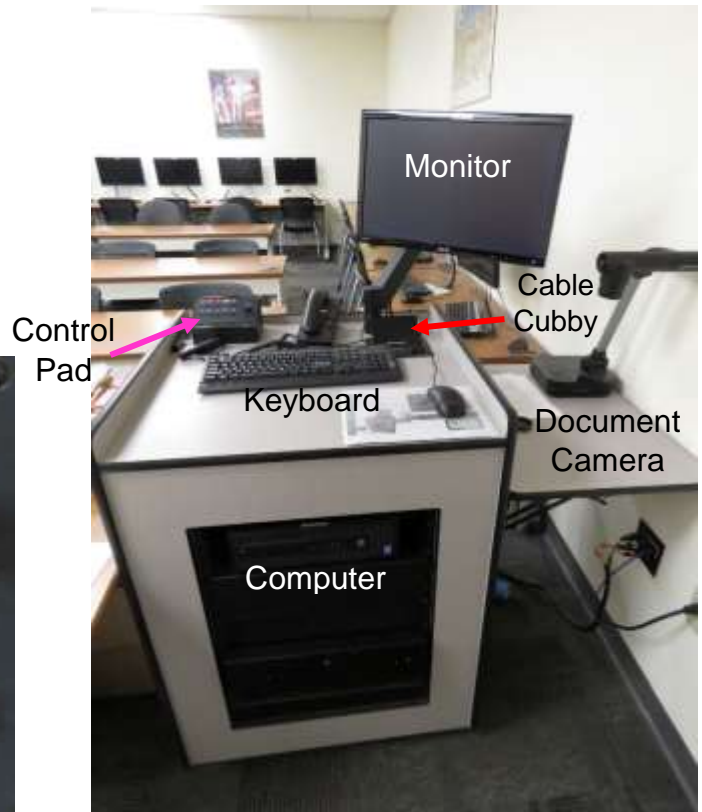
## TURN CLASSROOM LIGHTS ON/OFF

The room lights are controlled by switches mounted on the wall by the classroom door. Some rooms also have light switches near the facilitator's workstation. For rooms with light sensors

that automatically turn off when motion is no longer detected, you may need to move around near the motion sensor to automatically turn the lights back on.

## EQUIPMENT LOCATION

The facilitator's workstation is usually near the front of the room. The computer, monitor, keyboard, mouse, control pad, cables to connect auxiliary equipment, presentation remote, and a document camera are found on or mounted within the workstation.



## TURN ON AND CONTROL THE PROJECTION SYSTEM

Since the sound system is routed through the control pad, the **System On** button must be on for the sound to be projected in the room. When the system is on, the computer monitor screen is displayed on the projection screen and any room monitors. A light above each control pad button indicates which options have been selected.

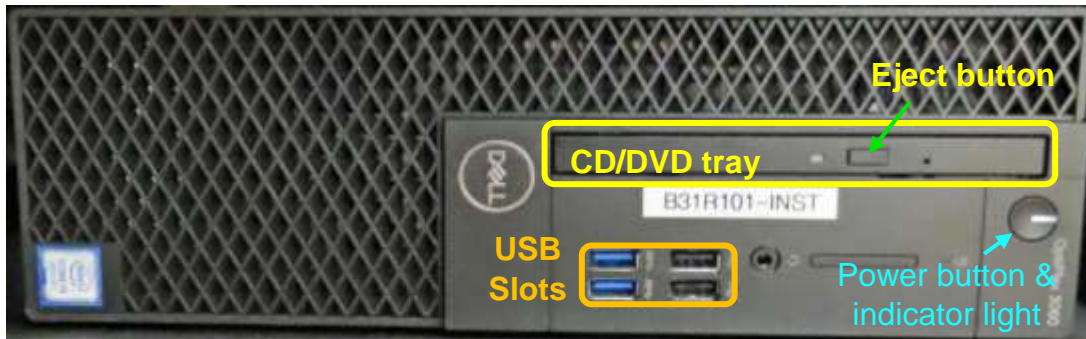
### Control Pad Options:

- System On** turns on the sound system and projects the room PC monitor display onto the projection screen.
- System Off** turns off the sound system, projector, and room monitor.
- Mute** toggles the audio on and off. The sound is muted when the light above the button is lit.
- Image Blank** stops and restarts projecting the image to the projection screen. When set, a black screen is displayed on the projection screen, but the computer monitor is not affected.
- Image Reset** returns the projector to its default settings.
- PC** is automatically set as the source display when **System On** is selected. The computer monitor is displayed on the projection screen.
- DocCam** projects the document camera image to the projection screen.
- VGA** connects an auxiliary device to the system via the VGA mini connector in the cable cubby. Don't forget to connect the audio cable as well for sound!

- i. **HDMI** connects an auxiliary device to the system using the HDMI connector in the cable cubby.
- j. The **Volume** dial adjusts the sound system volume. Turn the dial 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 the dial may need to be turned repeatedly before the volume adjusts.

## LOGIN TO THE COMPUTER

1. The Windows 11 computer is usually mounted inside the facilitator’s workstation. Verify that the computer is turned on by looking for the power button indicator light. If the light is off, press the **Power** button to turn the computer on.



Monitor power button →

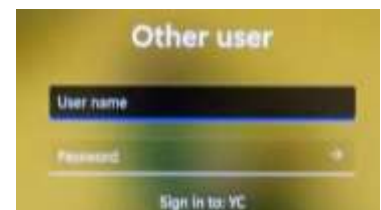
2. Verify that the monitor is turned on by looking for a power button light usually located in the front lower right-hand corner of the monitor. If the light is off, press the **Power** button.

If the monitor is turned on but is totally black, press any key on the keyboard to display the locked screen.



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

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



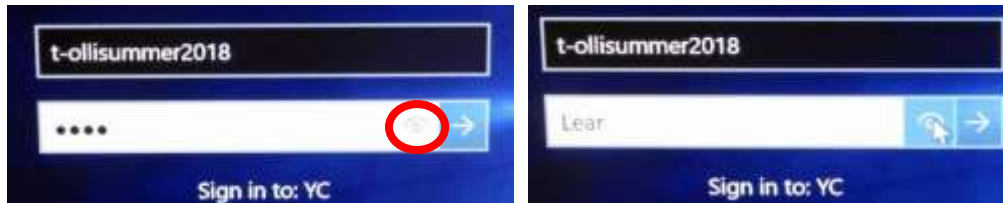
- When the pop-up window asking for your CAS login credentials for printer access appears, click the **Cancel** button.



### Unsuccessful Login

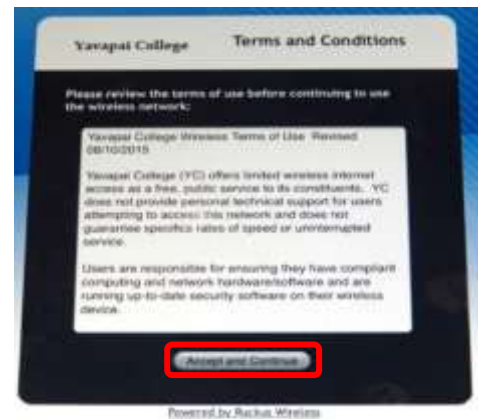
- Verify that you typed the correct username.
- Make sure **Caps Lock** is turned off. When turned on, the Caps Lock indicator light in the upper right-hand side of the keyboard will be lit. To turn Caps Lock off and revert back to lower case letters, press the **Caps Lock** button on the left-hand side of the keyboard.

- 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

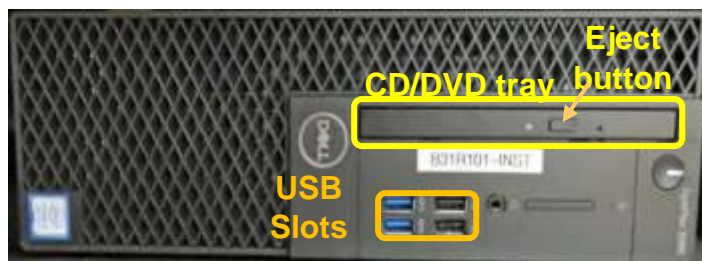
### Play Video on Internet (YouTube, TED, etc.)

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

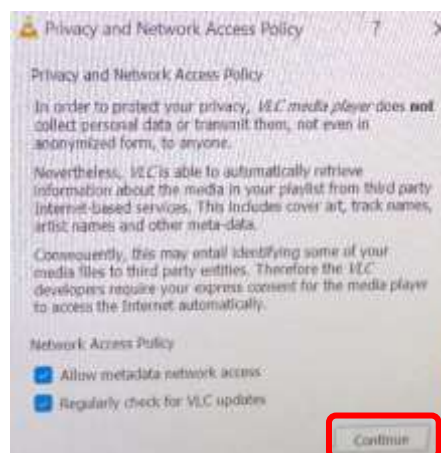
Insert your drive containing the video into one of the USB slots in the front of the computer. If your device does not automatically open, click on **This PC** to access it. Under **Devices and drives**, click on your drive (*USB Drive E* in the example) to open it and access your files. When you click on your video, VLC should begin playing your video.



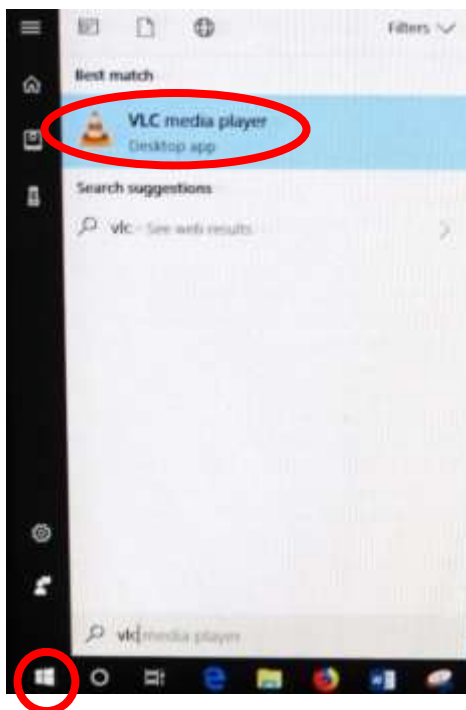
## Play Video on DVD


Open the computer CD/DVD tray by pressing the eject button. Insert your disc making sure it is seated correctly by either snapping it into the spindle or setting it in the tray. Then gently push the tray back into the computer. The DVD should automatically begin playing. If it doesn't, try reseating the disc (open the tray, replace the disc, 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.



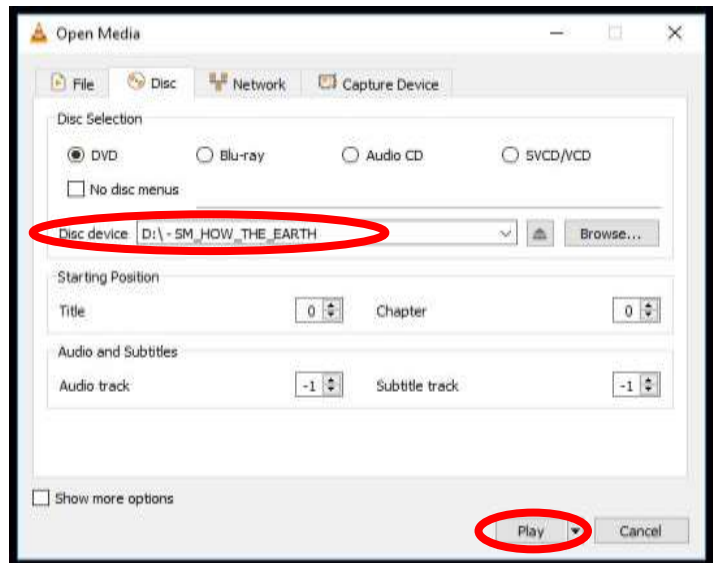
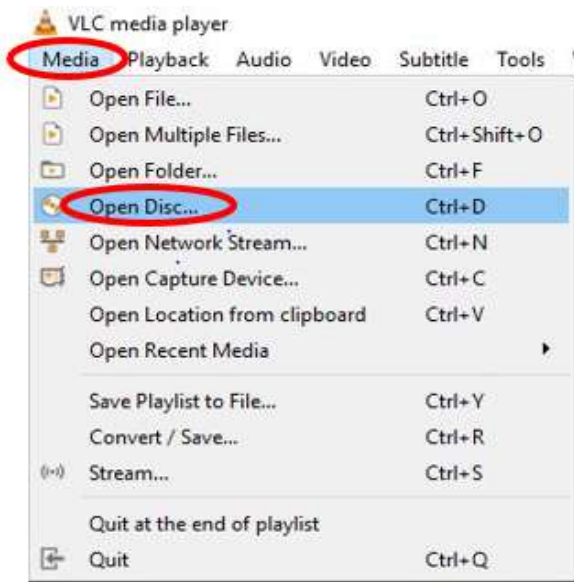
## The VLC icon doesn't appear on the desktop



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.



## 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.

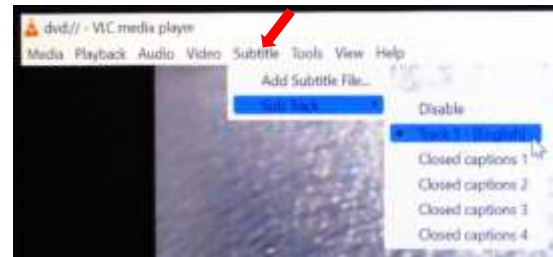


To exit full screen mode, select the last button displayed or press the **Esc** key on the keyboard.

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).

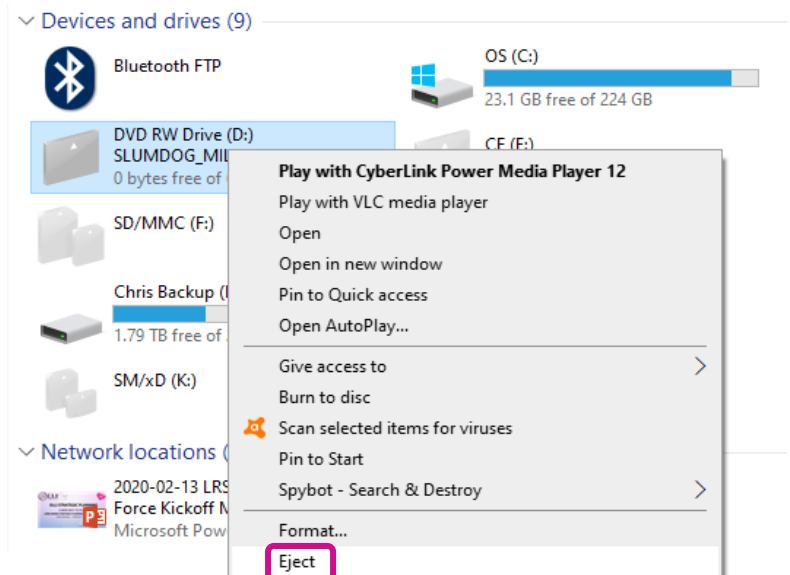


VLC Media player shortcuts allow you to perform actions without moving your mouse or clicking on the menu buttons. Just press the shortcut keys to instantly launch an action. Some of the more useful shortcuts are:

- **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.

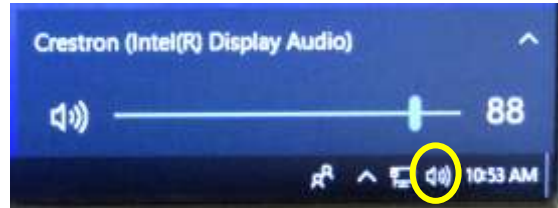


## ADJUST THE VOLUME

Since the sound system is routed through the control pad, the **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

Rotate the control pad **Volume** dial clockwise to increase the volume and counter-clockwise to decrease the volume. The red lights above the dial indicate whether the volume is increasing or decreasing. Note that some knobs need to be turned repeatedly before the volume adjusts.



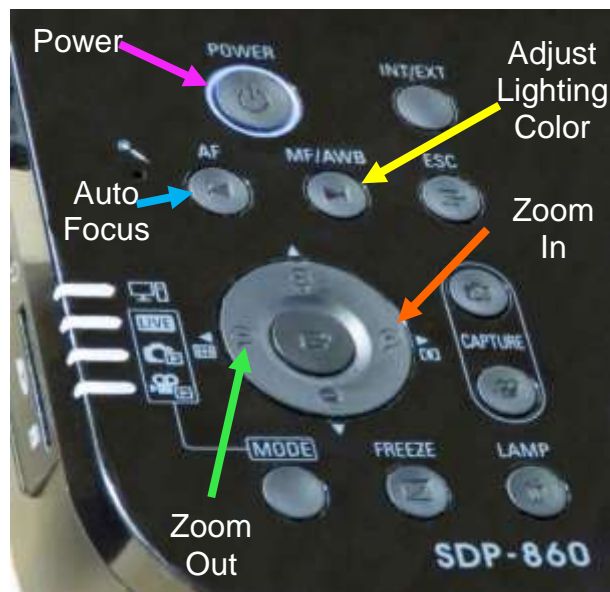
## USE THE DOCUMENT CAMERA

The document camera allows you to project objects or documents sitting underneath the camera onto the room screen.



1. Change the control pad source display from the room **PC** to the **DocCam**.
2. Turn the Document Camera on by pressing and holding the **Power** button on the base until a blue light surrounds the **Power** button.

3. Place the object/document to be displayed on the facilitator's workstation in front of the document camera.
4. Rotate the document camera arm until the camera is over the object to be displayed. Center your object/document under the camera.
5. Zoom in to increase the size and display more details by pressing the forward button.
6. Zoom out to decrease the size and display more of the object by pressing the reverse button.
7. If the object is not clearly focused, press the **AF** (Auto Focus) button.
8. 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.
9. Just like with the **PC**, the **Image 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.
10. When finished displaying the object/document, turn the Document Camera off (press and hold the **Power** button until the light turns off) and change the source display back to the **PC**.



## 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 or VGA Mini connectors in the Cable Cubby. The OLLI office has special adaptors required for Apple or Android devices. Once your device is connected, use the control pad to change your source display.



## PREPARE THE 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.

### Turn the System Off

Press the **Power Off** button on the control pad to shut the system down. This takes some time – so



be patient. Don't forget to replace the microphones in their charging base and turn off any remotes used.

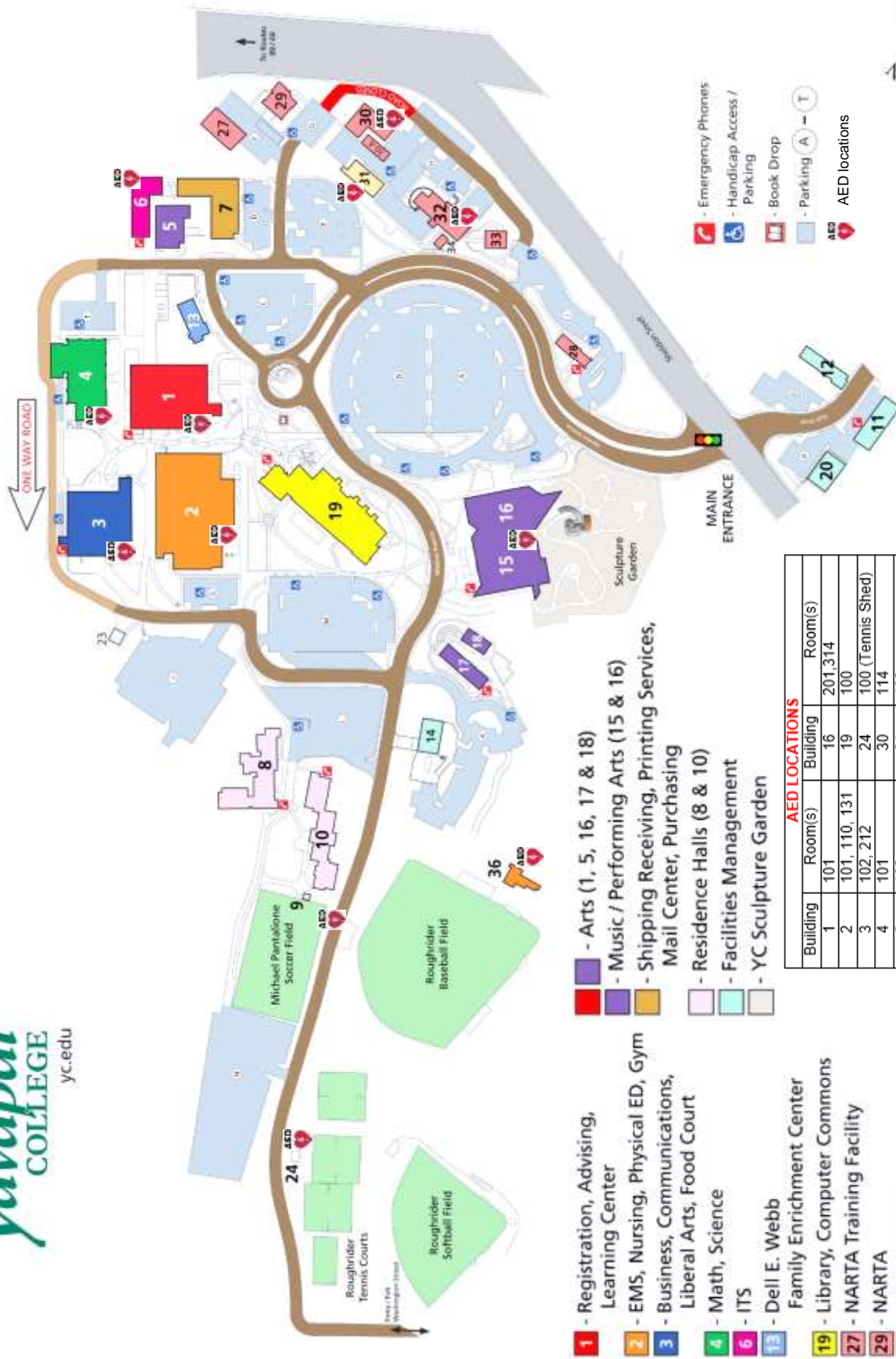
### Turn Classroom Lights Off

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 projection system is not working, press the **Image 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



- 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

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

**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		

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

