Generic OLLI Classroom Technology
### Updated March 22, 2019

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This document describes how to operate the generic OLLI classroom technology equipment. It currently applies to rooms: 3-203, 3-204, 3-206, 3-215, 3-269, 3-271, 4-114, 4-116, 4-118, 19-206, 19-207, 19-208, 19-215, and 19-225.

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.

EQUIPMENT LOCATION

The facilitator's workstation is usually located near the front of the room. The computer, monitor(s), keyboard, mouse, control pad, cables to connect auxiliary equipment, presentation remote, and a document camera are found on or mounted within the workstation. Some rooms also have microphones and an installed camera system for remote learning. A typical facilitator workstation is pictured below – but the actual location of the equipment may vary. Room equipment and software applications are replaced and/or updated as needed, so your room configuration may not match exactly - but the functionality described in this document should be identical.
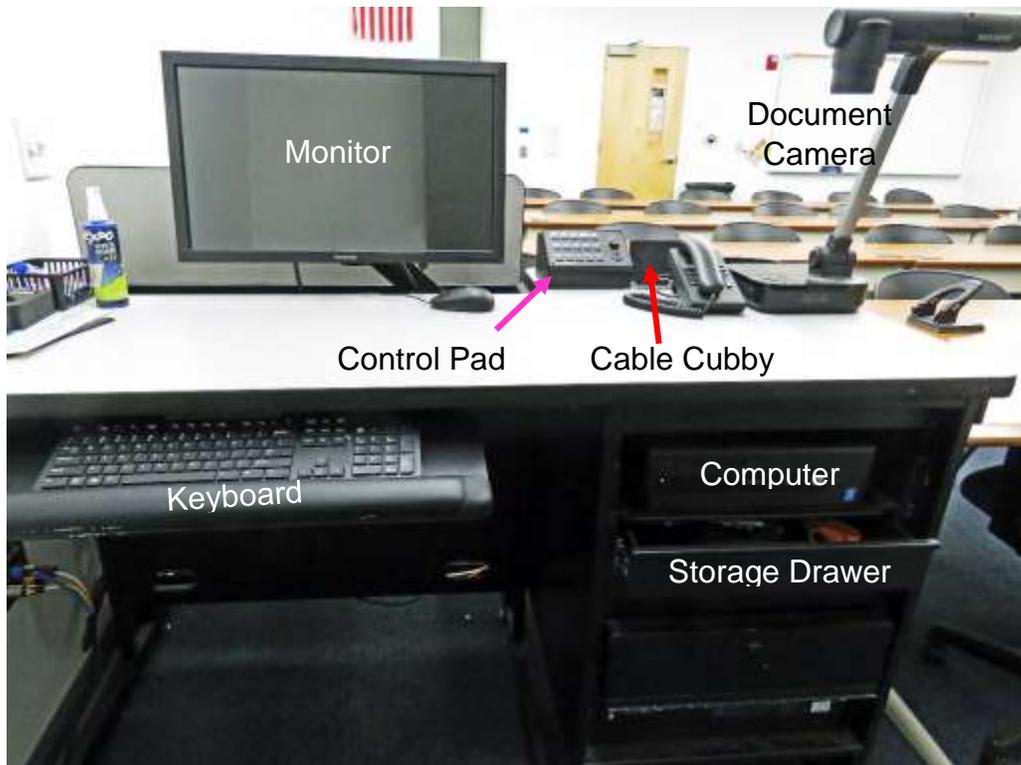
LOGIN TO THE COMPUTER

1. The Windows 10 computer is usually mounted inside the facilitator's workstation. Verify that the computer is turned on by looking for a small power button indicator light. If the light is off, press the **Power** button to turn the computer on. The photos below indicate where the power

button, power indicator light, USB slots, CD/DVD tray, and CD/DVD eject button are located on the HP and Dell computers.
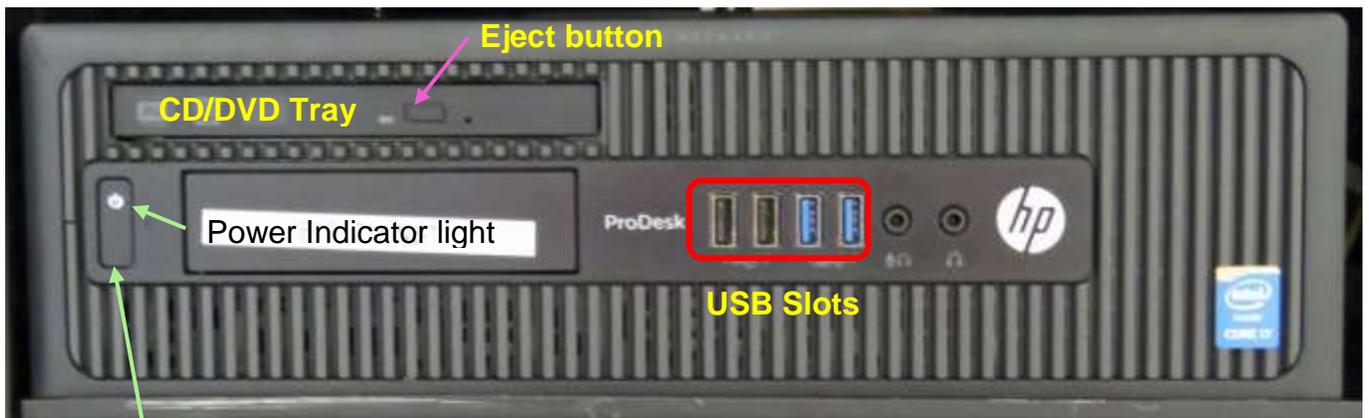

Power button & indicator light
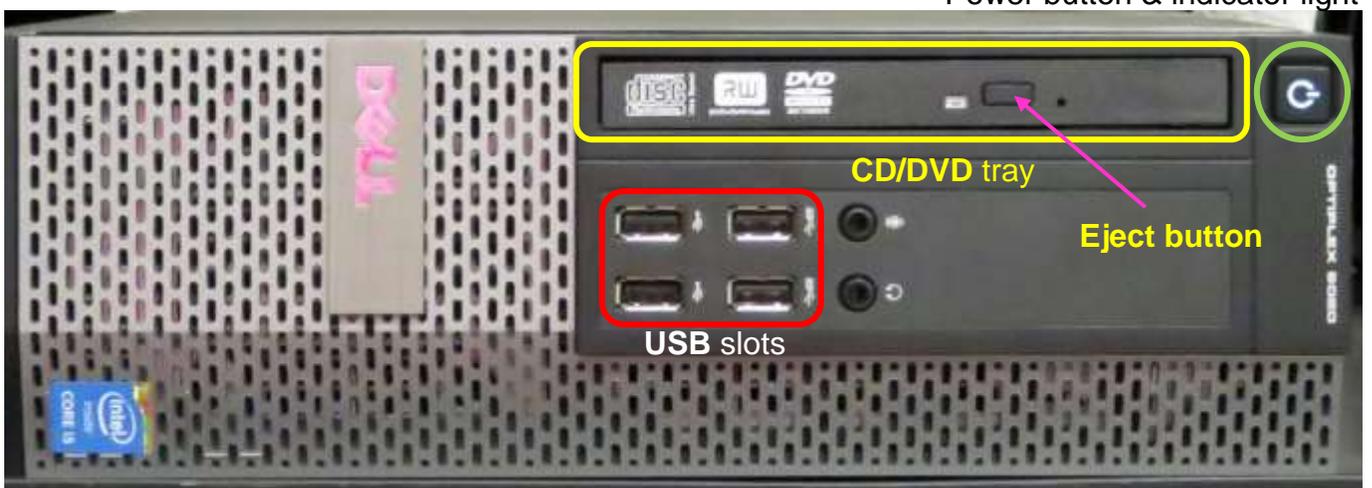
2. Verify that the monitor is turned on by looking for a light in the power button located in the front lower right-hand corner of the monitor. Note that the Asus monitor power button is underneath the right-hand side of the monitor. If the blue light is not on, press the **Power** button.

Monitor Power button

3. Press the keyboard **Ctrl**, **Alt**, and **Delete** keys (circled in red on the keyboard below) at the same time to display the login screen. Note that iogear keyboards do not have a caps lock indicator light.

4. When prompted, type the OLLI username and password exactly as they appear on your

Caps Lock indicator light

Caps Lock

Delete

Ctrl   Alt

packet. Note that the username is *not* case sensitive, but the password *is* – so capitalize letters if required!

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 (except for iogear keyboards). 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.

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Sign in to: YC

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Sign in to: YC

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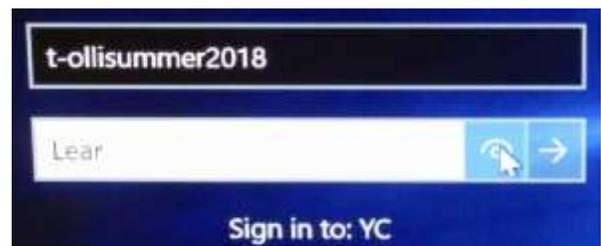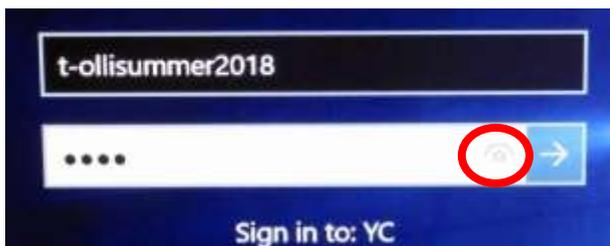
TURN ON AND CONTROL THE PROJECTION SYSTEM

Since the sound system is routed through the control pad, the **System On** button must be on for the sound (including microphones) 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 underneath each button indicates which options have been selected. There are basically two types of Creston push-button control pads that differ in the number of programmed buttons and type of functionality provided. The MP-B10 only has 2 rows of buttons, while the MP-B20 provides 3 rows of buttons plus a 5 way directional navigation pad that could be used to control connected device options.

Different Control Pad Configurations

Control Pad Option Descriptions

a. **System On** turns on the sound system and projects the room PC display on the monitor(s) and projection screen(s).
b. **System Off** turns off the sound system, projector(s), and monitor(s).
c. **Mute** or **Mute Sound** toggles the audio on and off. The sound is muted when the light below the button is lit.

d. **Image Blank** or **Projector Blank** stops and restarts projecting the image to the projection screen(s). When set, a black screen is displayed on the screen(s), but the computer monitor is not affected.
e. **Projector Freeze** freezes/unfreezes the image being sent to the projection screen(s).
f. **Image Reset or Projector Reset** returns the projector to its default settings.
g. **PC** or **Room PC** is automatically set as the source display when **System On** is selected. The computer monitor is displayed on the projection screen(s).
h. **Doc Cam** or **Doc Camera** projects the document camera image to the screen(s).
i. **Camera Zoom +** magnifies the projection image.
j. **Camera Zoom –** shrinks the projection image.
k. **Doc Cam Light** turns the document camera light on and off (even when the source display is set to Room PC). This provides additional light at the facilitator's workstation.
l. **Doc Cam Reset** resets the document camera settings.
m. **Aux Laptop** or **Aux 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.
n. **Aux Video** or **Aux RCA** connects an auxiliary device to the system using the RCA connectors in the cable cubby.
o. **AUX HDMI** connects an auxiliary device to the system using the HDMI connector in the cable cubby.
p. **System Default** reverts the source display to the default configuration (the PC).
q. 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.

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.
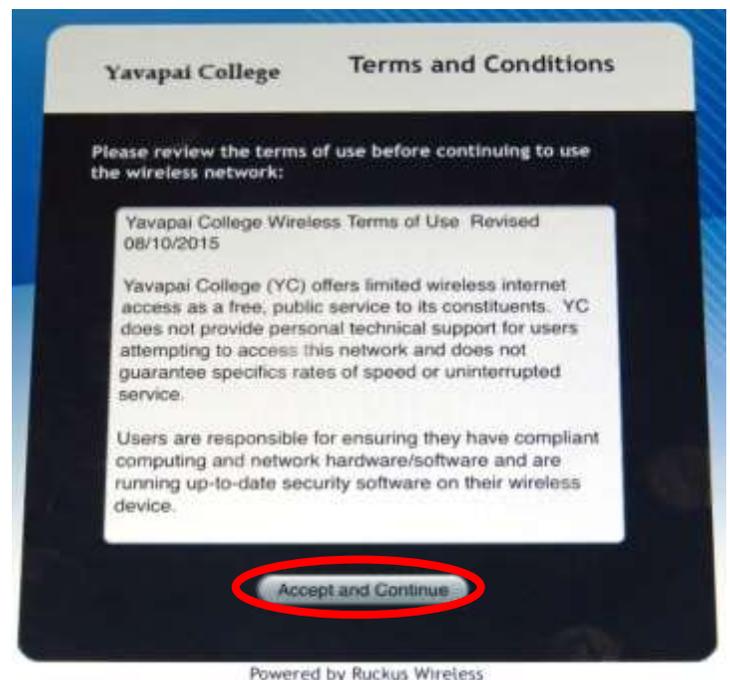
PLAY A VIDEO

Play Video on Internet (YouTube, TED, etc.)
Open a web browser (Firefox, Edge, or Chrome) and navigate to the video source.

Computer Desktop

Firefox

Edge

Software for Your Courses

This PC

Chrome

VLC media player

Chrome
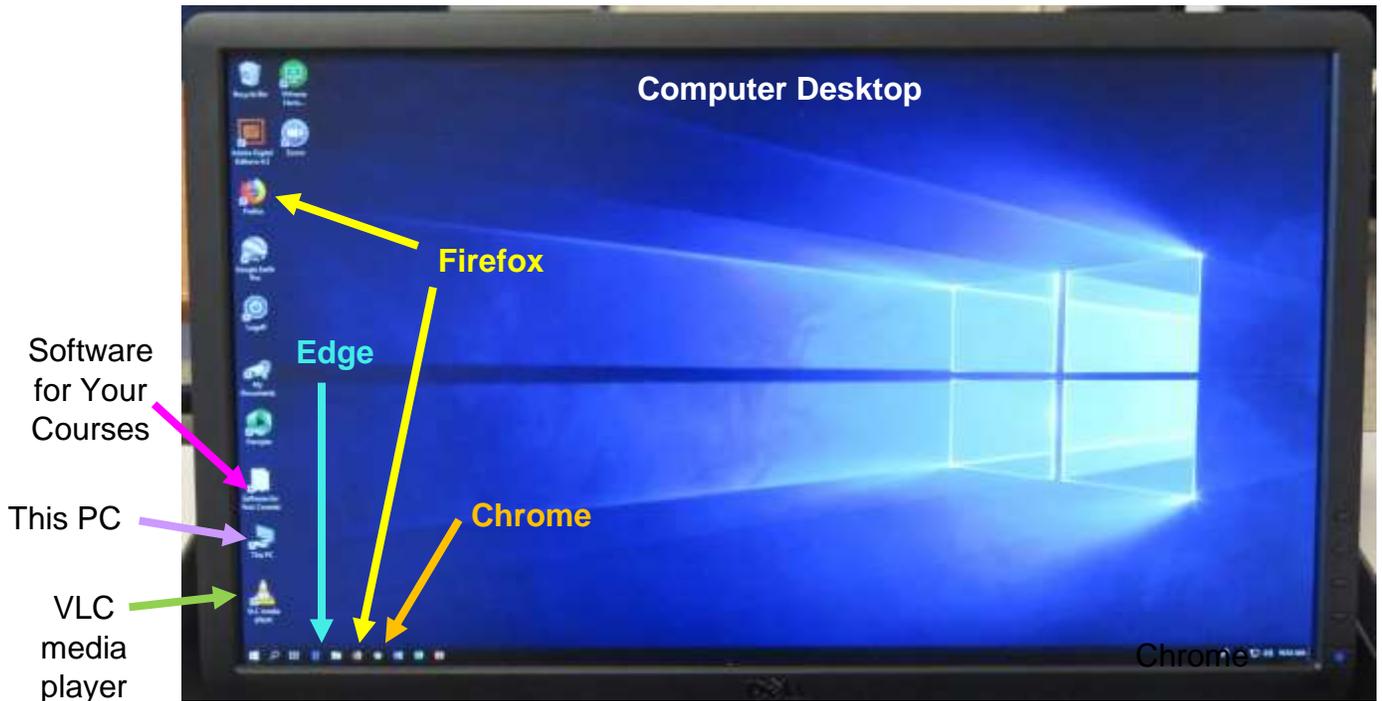
Play Video on USB/Flash Drive

Insert your drive containing the video into one of the 4 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 below) to open it and access your files.

This PC

Play Video on DVD

Open the CD/DVD tray by pressing the eject button (if there is one) or anywhere along the tray. 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 DVD (open the tray, replace the disc, 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. Look for VLC media player under **Software for Your Courses** (pictured on the desktop just above **This PC**).
2. If it can't be found under **Software for Your Classes**, 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.

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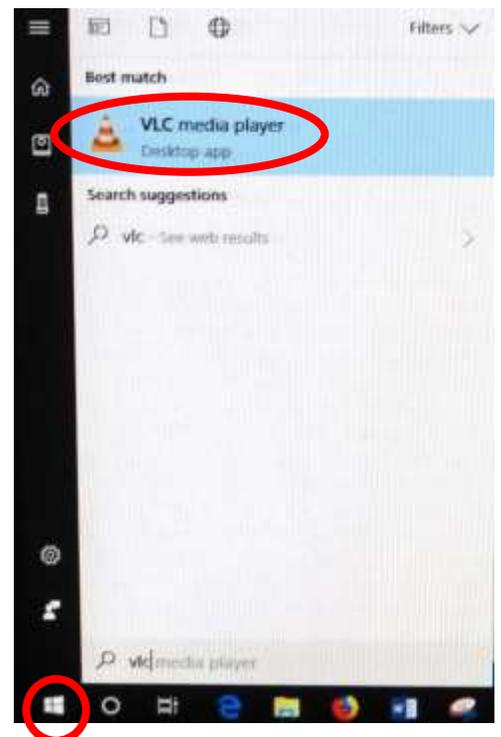
3. Windows will find all instances of VLC, and the first one in the list will be the desktop app. Click on **VLC Media player desktop app** to start the application.

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.
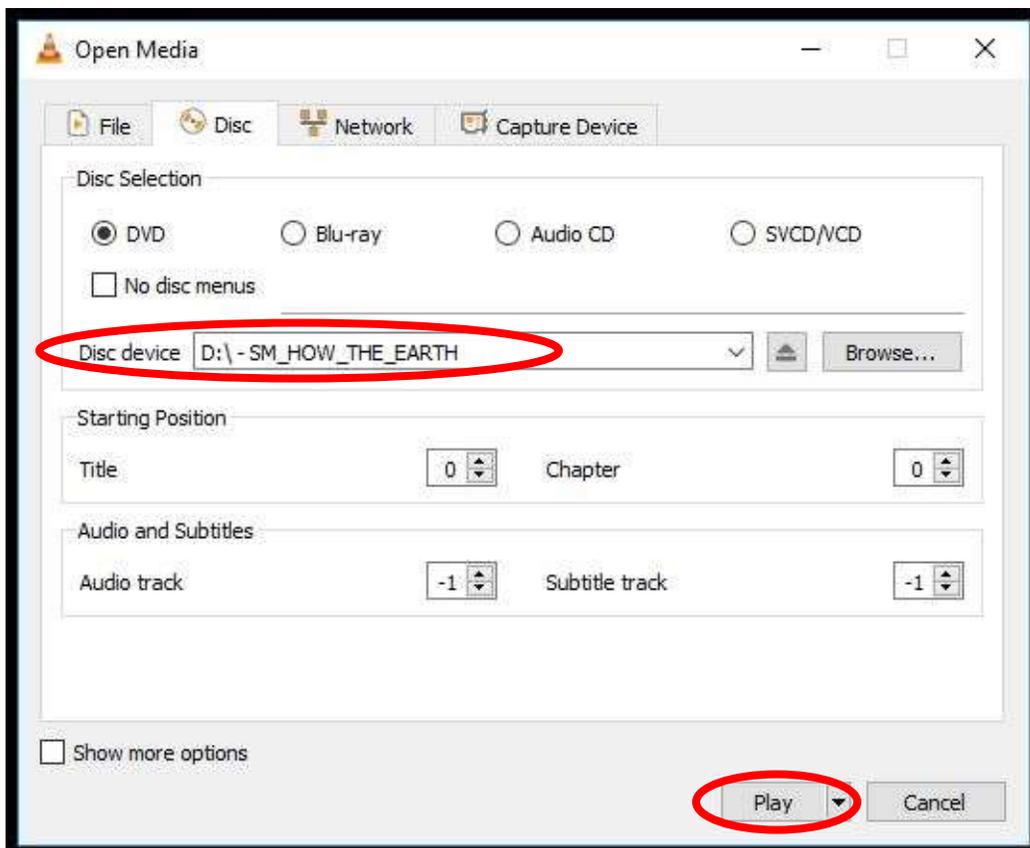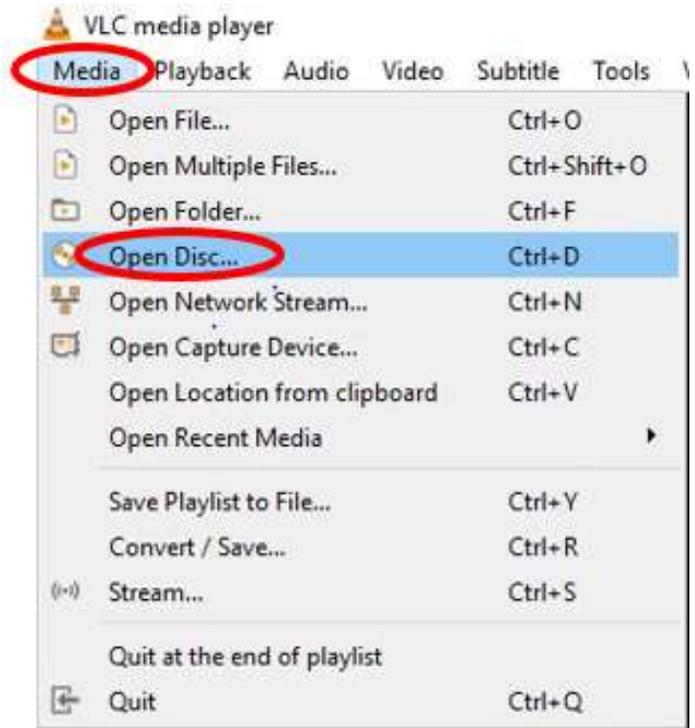
VLC Control Buttons

Below are the **VLC controls** (located on the lower left-hand corner of the application) and their descriptions.
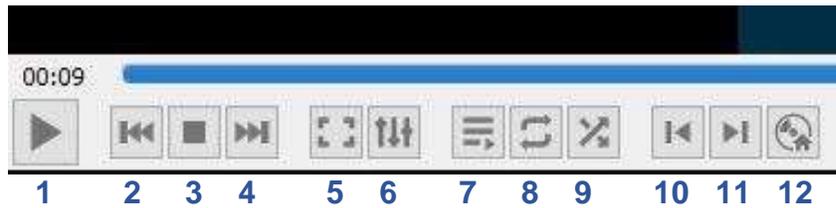
1. When pressed, the **Play** button will display two vertical lines ▮▮ that allow you to **Pause** the video until the Play button is pressed again.
2. The **Rewind** button reverses the video. You can also adjust the playing position by moving the blue slider bar above the controls backwards or forwards 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.
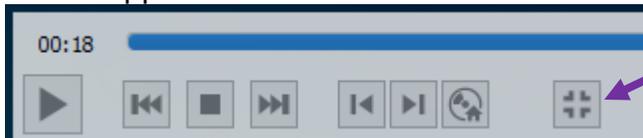
To minimize the screen, select the last button displayed or press the **Esc** key on the keyboard.

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
- **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 press the DVD **Eject** button to retrieve the disc.

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%.
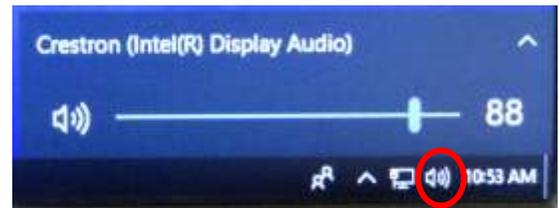
Video Volume Level

Applications that play videos (VLC Media Player, 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

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.

MICROPHONES – LAVALIER (CLIP ON) and HANDHELD

Handheld microphones and/or lavaliers may reside in a charging base on the facilitator desk. Note that **System On** needs to be on for the microphones to project through the sound system. Microphone placement is the key to good sound!

Handheld Microphone

Remove the microphone from the charging base and turn it on/off using the switch at the base of the microphone. A red light will indicate the microphone is turned on. To be effective, hold the microphone no more than 4 inches away from your mouth when speaking. If your head turns while speaking, make sure the microphone follows your mouth.
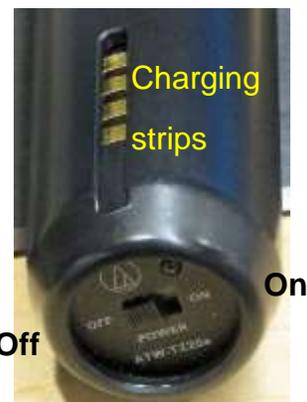
Lavalier (Clip On) Microphone

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 allows you to project objects or documents sitting underneath it's camera onto the room screen(s) and monitor(s). There are 2 different types of document cameras: the black Samsung SDP-860 and the white Samsung SDP-960.

First, change the control pad source display from the room **PC** to the **Doc Cam(era)**.

Black Samsung SDP-860 Document Camera

1. Turn the Document Camera on by pressing the **Power** button on the base. When turned on, a blue light will surround the **Power** button. Some rooms are wired to automatically turn on the document camera when selected.
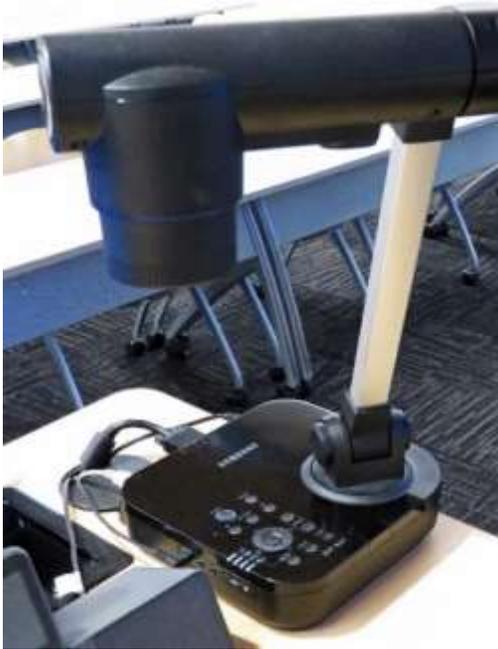

2. Place the object/document to be displayed on the facilitator's workstation in front of the document camera.
3. Rotate the document camera arm until the camera is over the object to be displayed. Center your object/document under the camera.
4. Zoom in to see more details by pressing the forward button.
5. Zoom out to see more of the object by pressing the reverse button.
6. If the object is not clearly focused, press the **AF** (Auto Focus) button.
7. 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.
8. Just like with the **Room 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 projection screen(s), but the computer monitor is not affected.
9. 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**.

White Samsung SDP-960 Document Camera

1. 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.
2. Place the object/document to be displayed on top of the document camera base.

3. Rotate the document camera arm until the camera is over the object to be displayed. Then center your object/document under the camera.
4. Use the document camera front control buttons to automatically focus, zoom in, zoom out, increase and decrease the display brightness.
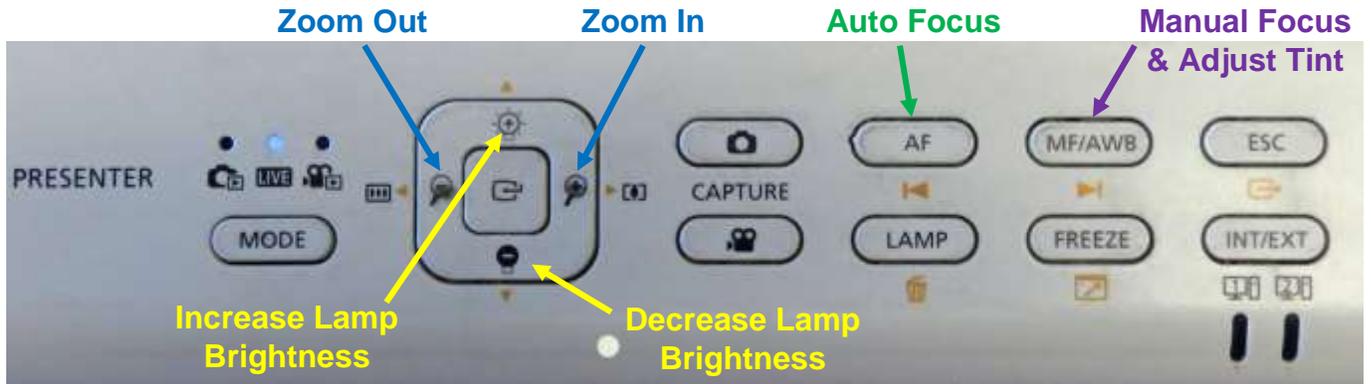
5. Just like with the PC, the **Image Blank/Projection Blank** button on the control pad will display or hide the object/document. When set, a black screen is displayed on the projections screens, but the computer monitor is not affected.
6. When finished displaying the object/document, change the control pad source display back to the room **PC** to resume projecting from the computer. 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. Contact the OLLI office for instructions and special adaptors for Apple devices. Once your device is connected, use the control pad to change your source display.
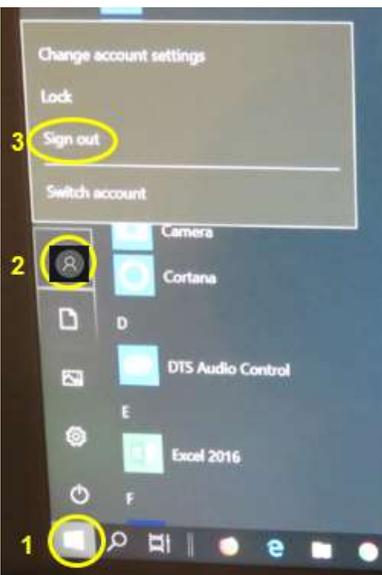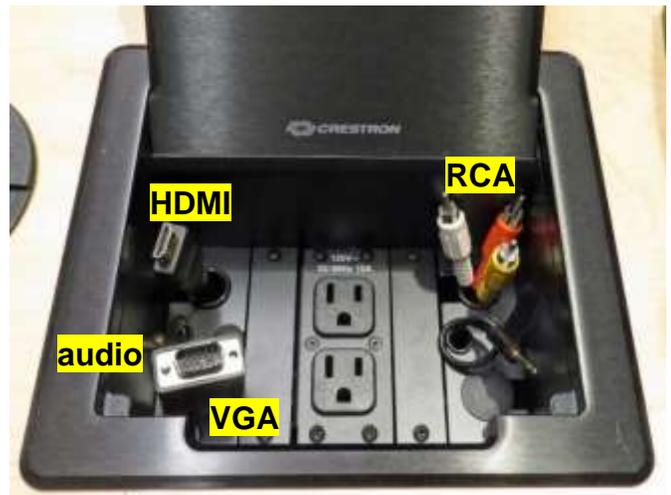
PREPARE THE ROOM FOR THE NEXT USER

Logoff the Computer

Do **not** shut down the computer or turn the computer power button off! Press the **CTL** key, **ALT** key, and **DEL** key 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 and keyboard).
2. Click on the login symbol for T-olli. 🧑
3. Select the **Sign out** option**.**

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Turn the System Off

Press the **Power Off** button on the control pad to shut the system down.

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(es) 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 **System Default** or **Projector 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 (928-717-2168).