Instructions for Using
3-270
Classroom Technology

Please do not remove this document from the classroom!

Important Contact Information

YC Campus Police: 911 for emergencies
311 or x2185 if on campus
(928-717-2185)
OLLI Office: x7634 (928-717-7634)
IT Help Desk: x2168 (928-717-2168)

Remote Instruction Classroom Technology
### Updated November 22, 2021

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

TURN CLASSROOM LIGHTS ON/OFF

The 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 in the front of the room. The computer, monitors, keyboard, mouse, touchscreen control pad, ceiling mounted microphones, camera system for remote learning, Blu-ray player, cables to connect auxiliary equipment, presentation remote, and a document camera are found on or mounted within the workstation.
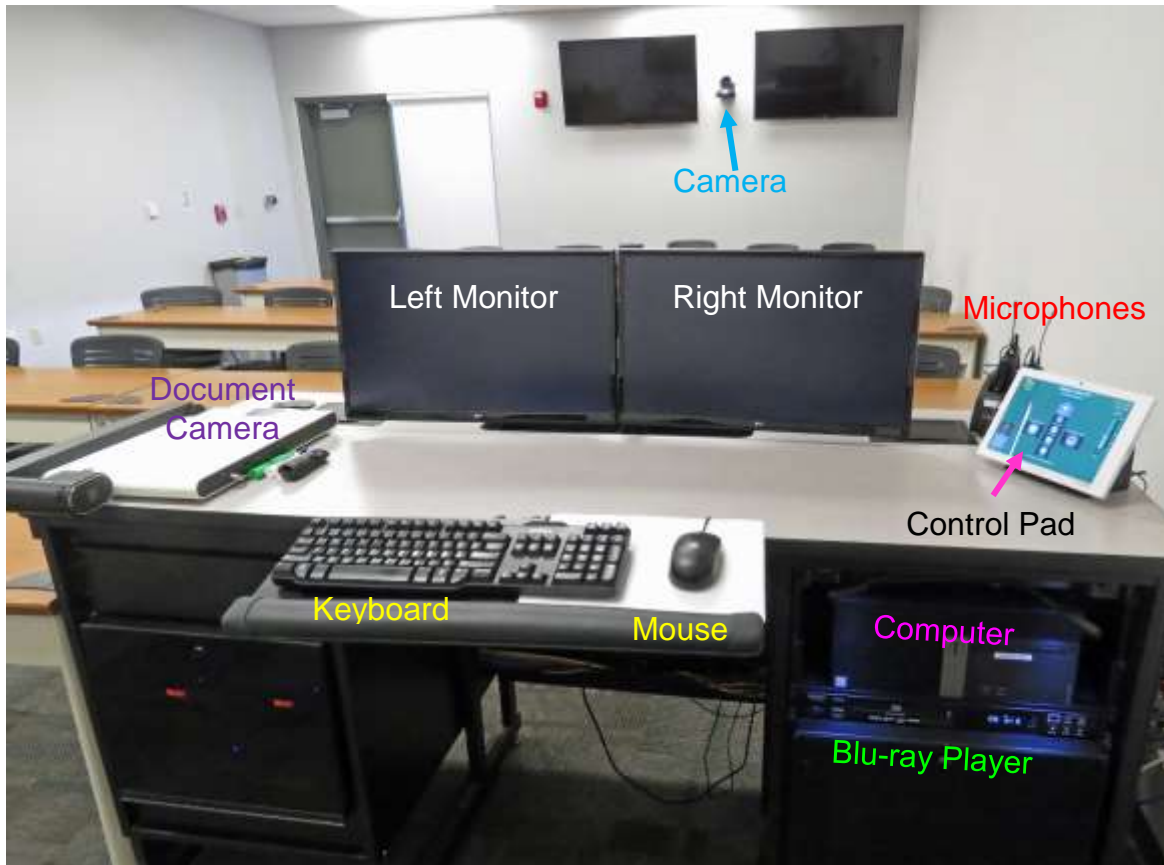

LOGIN TO THE COMPUTER

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.


Power button & power indicator light

2. Verify that the monitor is turned on by looking for the blue light in the lower right hand side of the monitor. If the blue light is not on, press the **Power** button.

Monitor power indicator light

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.

Caps Lock indicator light

Caps Lock

Delete

Ctrl   Alt
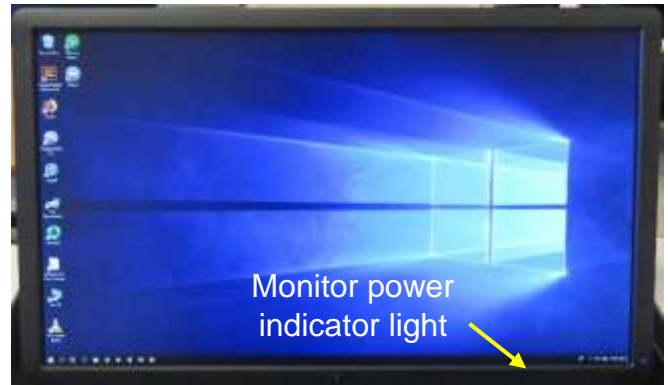
4. When prompted, type the OLLI username and password exactly as they appear on your packet. Note that the username is *not* case sensitive, but the password *is* – so use capital letters when required!
   a. If the previous YC credit or Community Education instructor failed to log out, click on the switch user icon in the lower left-hand corner of the monitor.
   b. If they intentionally locked the screen so you cannot change the username to log in, press the **Power** icon in the lower right-hand side of the monitor and select the **Restart** option. You will be prompted that whatever was in progress will be lost – which is fine because no one should be locking other users out of the system.
   c. If a pop-up window asking for your login credentials for printer access appears, click the **Cancel** button.
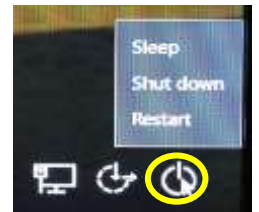
Unsuccessful Login
1. Verify that you typed the correct username.
2. Make sure **Caps Lock** is turned off.
   When turned on, the Caps Lock indicator light in the upper right-hand side of the keyboard will be lit. To turn Caps Lock off and revert back to lower case letters, press the **Caps Lock** button on the left-hand side of the keyboard.
3. Display the password to confirm you typed it correctly.
   When typing your password, the characters are hidden for security reasons. You can display the password characters already typed by clicking on the ⊙ symbol that appears on the right-hand side of the password window.

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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 turned on, the control pad displays new options to control the projection screen source, plus the room cameras and audio system.

## Control Pad Option Descriptions

When the system is turned on, the default source is set to the Desktop PC and the **System On** button is highlighted. The source can easily be changed by tapping Aux HDMI, Document Camera, or BluRay DVD Player icons along the left-hand side.

a. **System On** turns on the sound system and projects the room PC monitor display onto the projection screen(s) and room monitors.
b. **System Off** turns off the sound system, cameras, microphones, projector, and room monitor(s).
c. When **Desktop PC** is set, content from the room PC is displayed on the projection screen and monitors.
d. **Aux HDMI** is used when an auxiliary device is connected to the system via an HDMI cable.
e. **Document Camera** projects the document camera image to the projection screens.
f. **Blu-Ray DVD Player** changes the source to the player capable of playing both Blu-ray and DVD discs. **Blu Ray Control** allow you to perform all the necessary operations required to play a disc.
g. **Room Camera** activates the wall-mounted camera for remote learning. The **Camera Control** icon is used to adjust the camera position.
h. **Blank Off** stops and restarts projecting the image to the projection screen(s). When set, a black screen is displayed on the projection screen(s), but the computer monitor is not affected.
i. **Ceiling Mic On** turns on the ceiling microphones for remote learning.
j. The **Volume** slider adjusts the room speaker volume. Use your finger to move the slider up to increase the volume and down to decrease the volume.

CONNECT TO THE INTERNET

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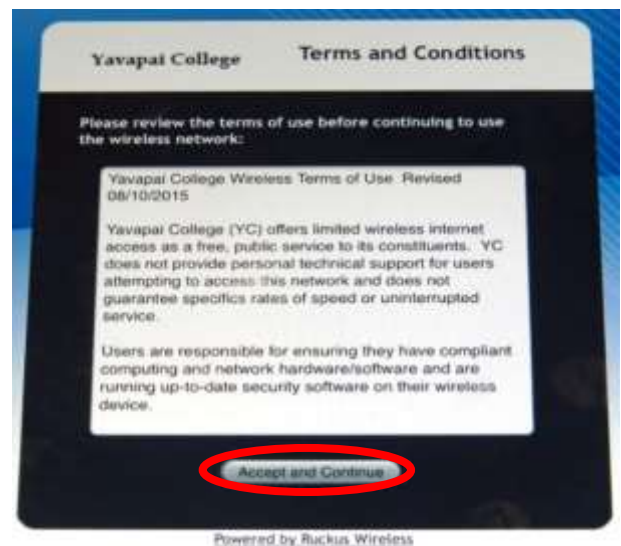

PLAY A VIDEO

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

Open a web browser (Firefox, Edge, or Chrome) and navigate to the video source.
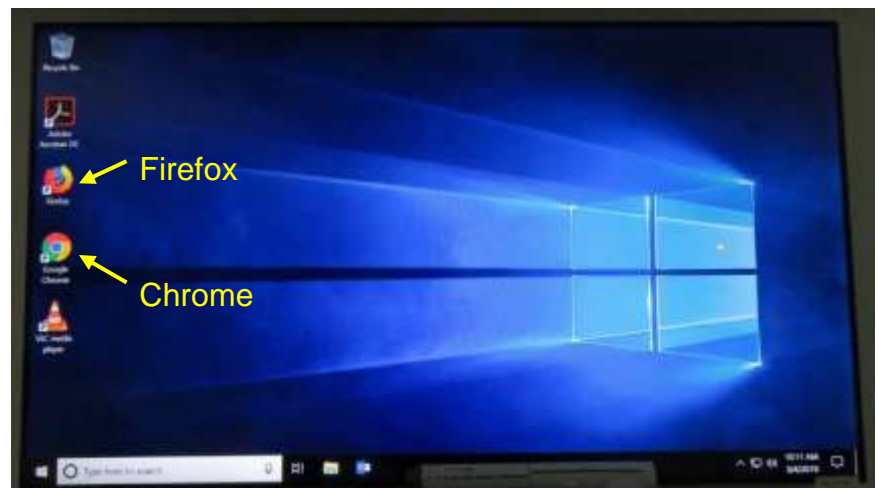
Play Video on USB/Flash Drive

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

This PC
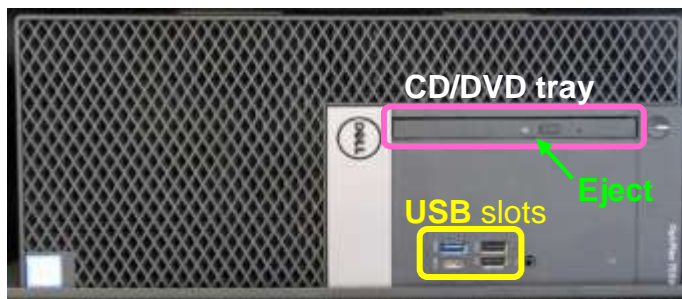
Play Video on DVD

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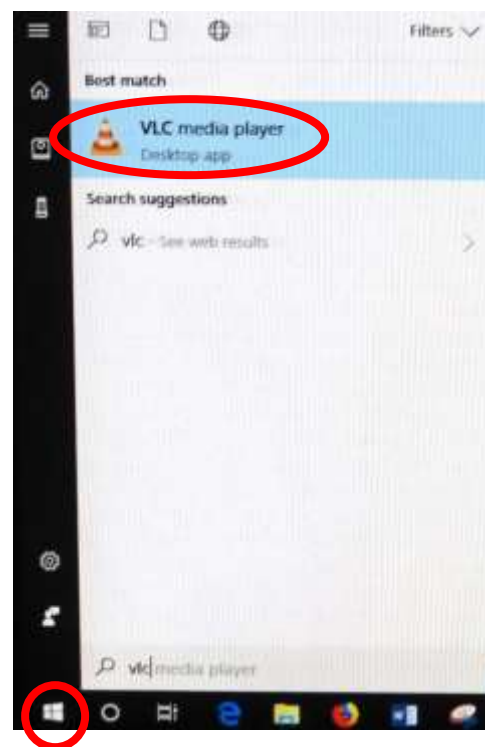
VLC doesn't automatically play the DVD

1. After opening the VLC Media player, click on **Media** then **Open Disc** (or press the **Ctrl** key plus the **D** key simultaneously).

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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.
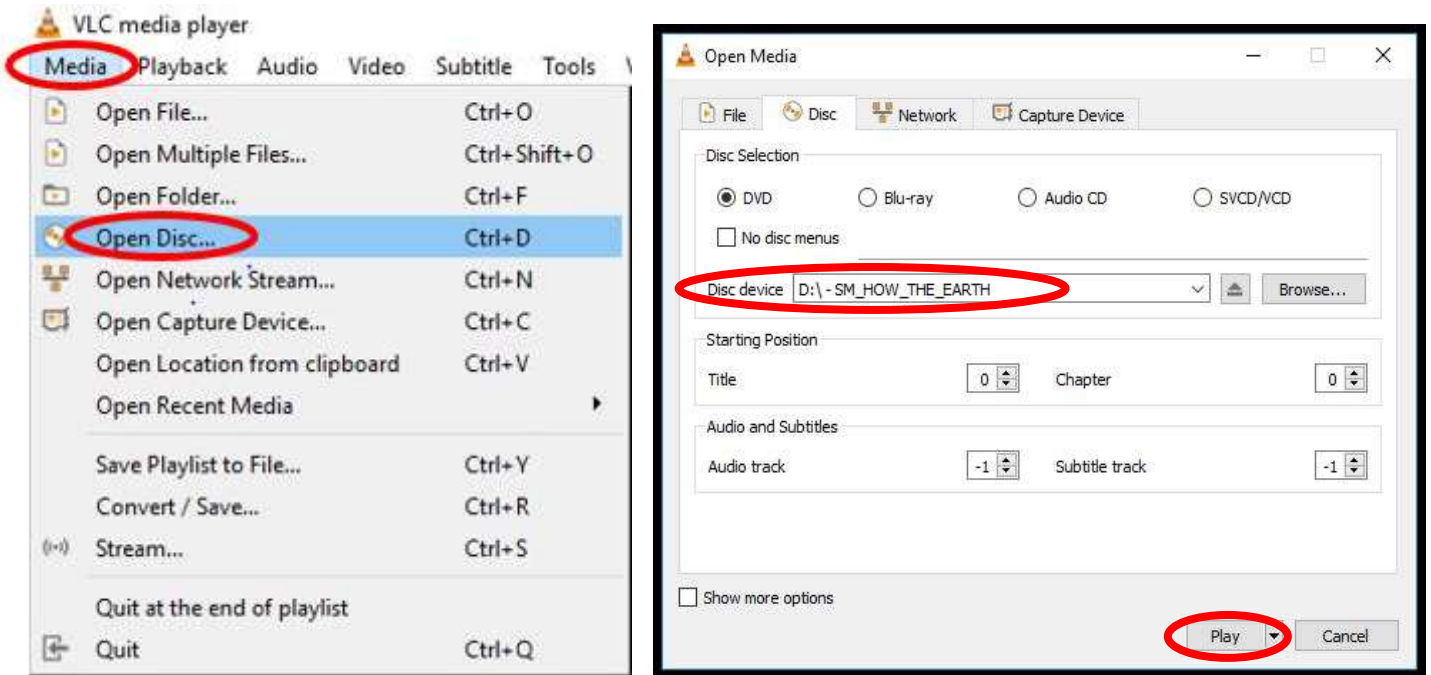
VLC Control Buttons

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

1 2 3 4 5 6 7 8 9 10 11 12

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

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

6. The **Adjustments and Effects** button allows you to modify the audio effects (equalizer, compressor, spatializer, stereo widener, and pitch adjuster), video effects (essential, crop, colors, geometry, overlay, and other advanced features), and adjust the synchronization of the audio/video and subtitles.
7. The **Toggle Playlist** button toggles between the video play screen and the media libraries.
8. The **Loop** button toggles between the options to *loop all*, *loop one,* or *no loop* giving you control over continuously playing one or more videos or playing the video only once.
9. The **Random** button shuffles the order that videos will play.
10. The **Previous Chapter/Title** button will jump to the previous chapter or title.
11. The **Next Chapter/Title** button skips to the next chapter or title within the video.
12. The **Menu** button displays the video menu (if one exists).

VLC Media Player Shortcuts and Adjustments

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

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

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

a. Click on the **Windows Start** button icon ⊞ in the lower left-hand corner of your monitor or on the keyboard and type "This PC" without the quotes. Note that a search box does not appear until you begin typing.

b. Under Devices and drives, you will find the DVD player (look for the name of your DVD listed). Right click on the **DVD Drive** to reveal a drop-down menu.

c. Select the **Eject** option.

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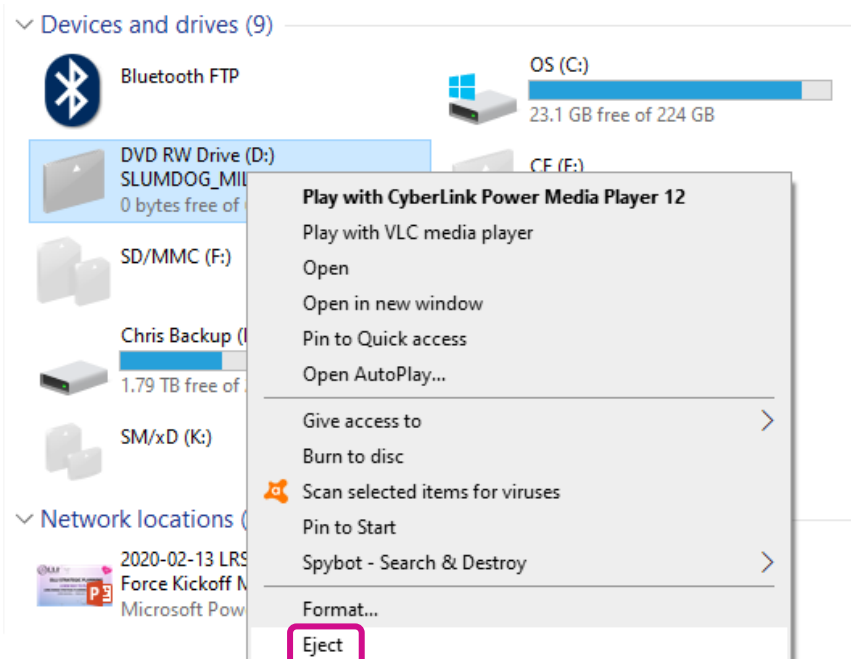
Play Video on Blu-ray Disc

Blu-ray is a digital data storage format for optical discs capable of storing high and ultra-high definition video resolutions. Note that Blu-ray players can also play standard DVDs and CDs. To play a Blu-ray disc, set the control pad source display to **Blu-Ray DVD Player**. Then press the **Power** button on the Denon Blu-ray player and the power indicator light will turn green.

To load your disc, press the Blu-ray player **Eject** button. When the tray opens, place your disc in the slot and gently push the tray back into the player.
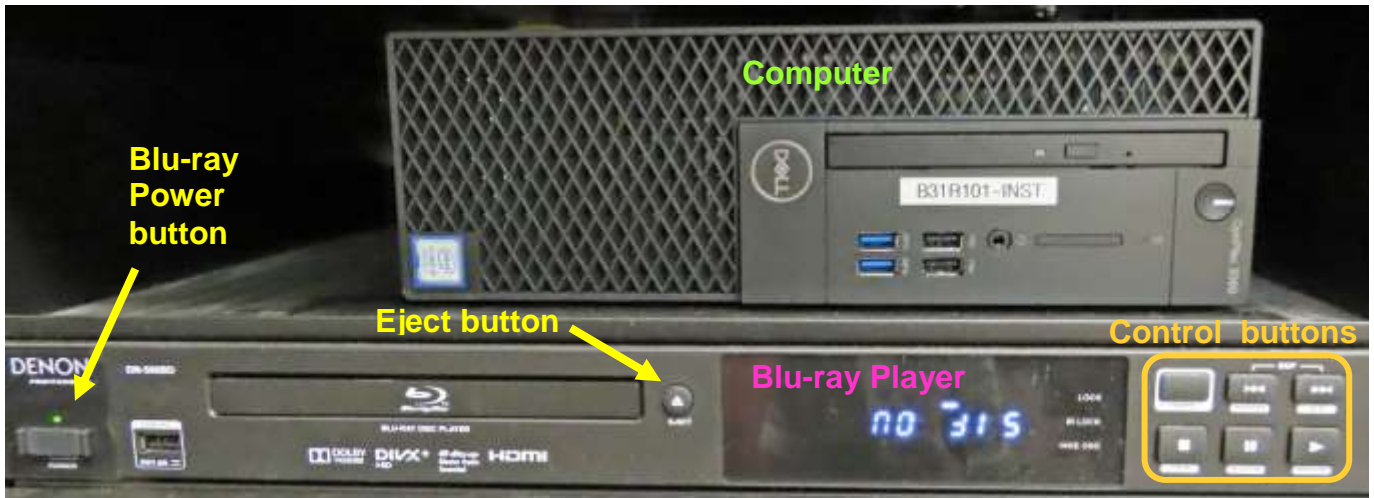
To control the Blu-ray operations, use the Blu-Ray Control buttons displayed on the control pad, or the control buttons on the Blu-ray player. When finished playing, press the **Stop** button and then the **Eject** button to retrieve your disc. Gently close the disc tray and change the source display back to the **Desktop PC**. Then press the Blu-ray power button to turn the player off.

CONDUCT A REMOTE MEETING USING ZOOM

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

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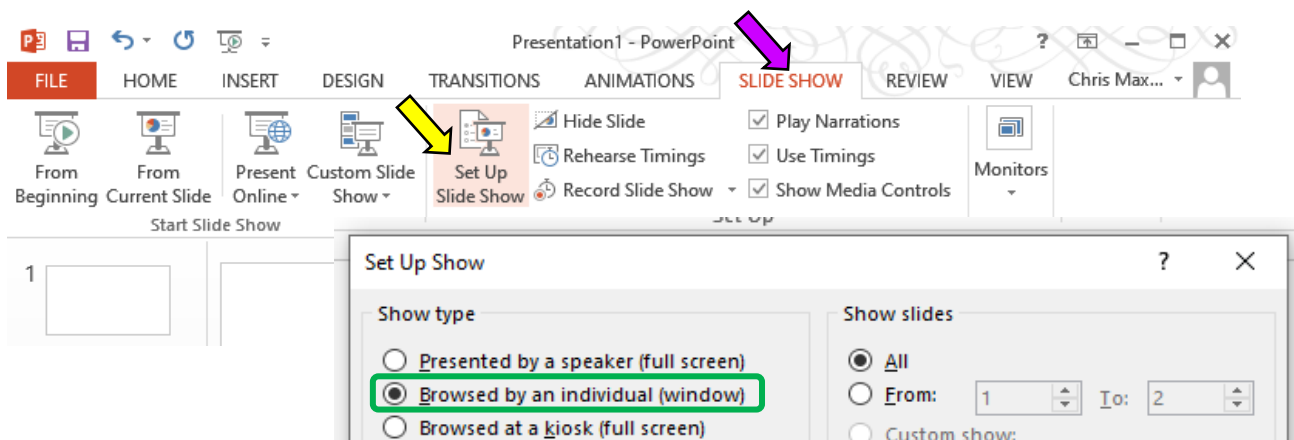
select the **Browed by an individual (window)** option. Don't forget to click **OK** at the bottom of the **Set Up Show** screen to save your options!

2. Use the control pad to select the **Room Camera** option, then adjust the camera angle to focus on the presenter.


Note that there is only one wall mounted camera aimed at the facilitator's workstation. Determine the camera range that the speaker must stay in during the presentation and turn the **Ceiling Mic On** to pick up classroom conversations.

3. After all your presentation material is queued up, open the Zoom application. This can be done by either opening a browser (Chrome, Firefox, or Edge) and entering zoom.us in the URL field or clicking on the desktop Zoom app.

4. Sign in to the OLLI Zoom account using the email address and password provided by the OLLI office. 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.

5. 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.)

6. Assign your co-hosts and begin admitting people from the waiting room.

7. When your class is ready to begin, mute all Zoom participants.

8. 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.

9. A co-host should monitor **Chat** to relay all questions and comments to the presenter at an appropriate time.

10. 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.
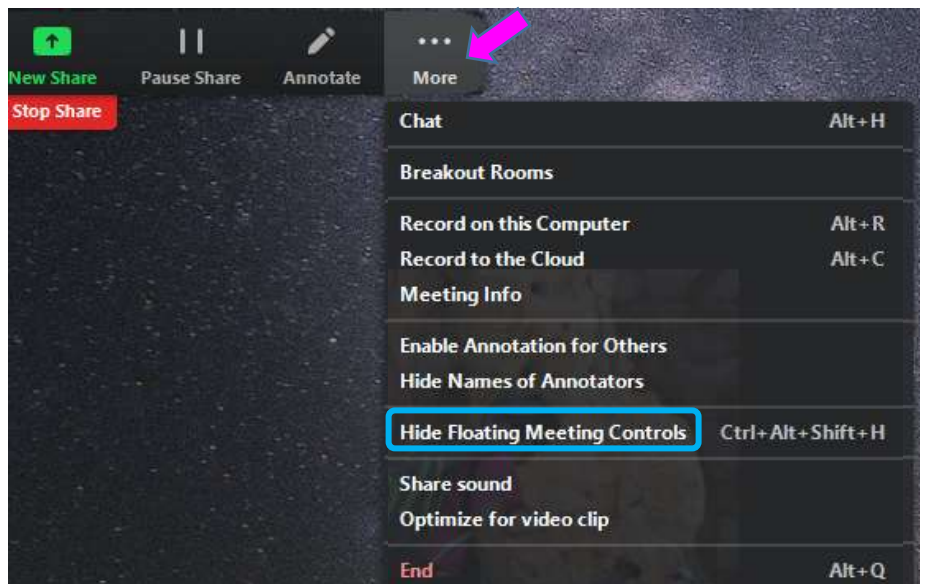
11. If additional media is to be shared, use the **New Share** option and select a different item that is already opened on the computer.
12. When finished sharing screens, select the **Stop Share** option that will project the meeting participants in full screen mode on the room monitors.
13. When finished, click on the **End Meeting for All** button. You can then examine the meeting statistics to determine who attended via Zoom.

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%.
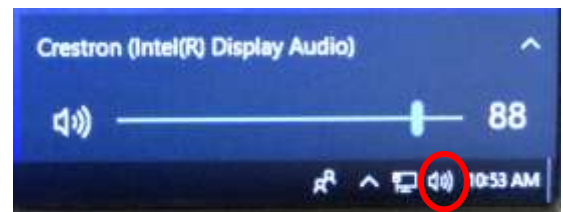
Video Volume Level

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

With your finger, move the blue bar on the volume control slider up to increase the volume and down to decrease the volume.


MICROPHONES – LAVALIER (CLIP ON)

Two lavaliers reside in a charging base on the facilitator workstation. Note that **System On** needs to be on for the microphones to project through the sound system. 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 located on the top of the base unit and a red light indicates the microphone is turned on.

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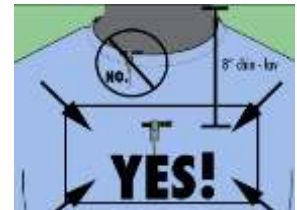
When finished with the microphone(s), be sure to turn them off and reseat them in their charging base. The 4 metal charging strips need to be aligned toward the back of the base. A red light on the charging base will blink when the microphones are charging. When fully charged, the light will remain solid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

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1. Change the **Source** display to **Doc Camera,** then select which screen(s) you want to display the document camera images.
2. Turn on the document camera by pressing the **Power** button located on the right-hand side of the base. A blue light surrounds the button when it is powered.
3. Place the object/document to be displayed on top of the document camera base
4. Rotate the document camera arm until the camera is over the object to be displayed and the lens cap (if provided) is removed. Center your object/document under the camera.
5. Use the document camera control buttons to automatically focus, zoom in, zoom out, increase and decrease the display brightness, and adjust the tint.

   - Zoom in to see more details by pressing the Zoom In button.
   - Zoom out to see more of the object by pressing the Zoom Out.
   - If the object is not clearly focused, press the **AF** (Auto Focus) button.
   - If the color of your object/document is unnaturally tinted, press the **MF/AWB** (Manual Focus/Automatic White Balance) button twice to correct it.
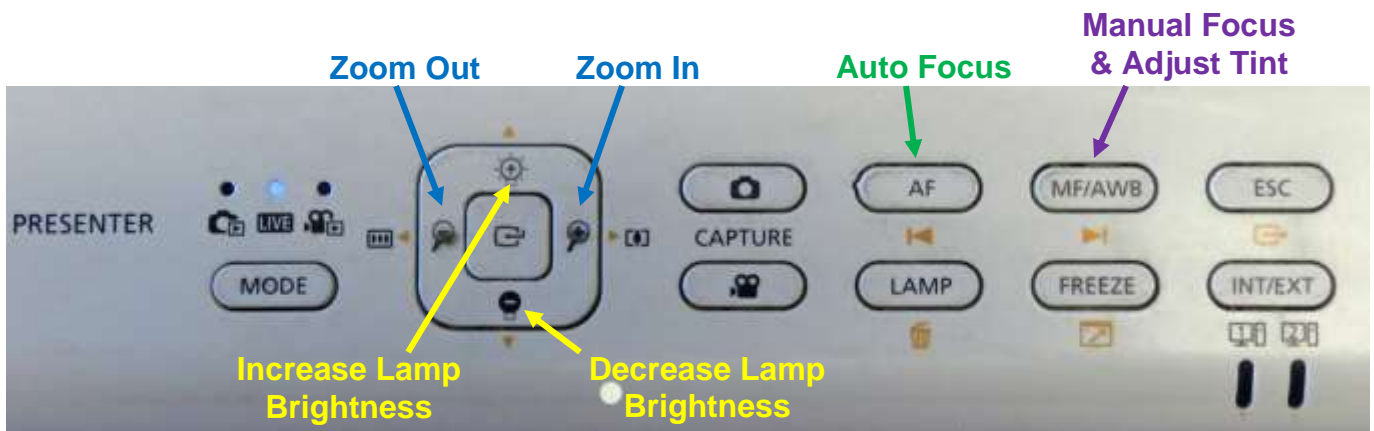
6. Just like with the computer, the **Display Blank** button on the control pad will display or hide the object/document. When set, a black screen is displayed on the projection screen, but the computer monitor is not affected.
7. When finished displaying the object/document, change the control pad source display back to **Desktop Left** (or **Right**) to resume projecting from the computer. Don't forget to tap the destination! Then power down the document camera by pressing the **Power** button for several seconds until the blue light turns off.

ATTACH A SEPARATE DEVICE

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

PREPARE ROOM FOR THE NEXT USER

Logoff the Computer

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

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

Turn the System Off

Press the **System 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.

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 **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).