

Instructions for Using PV 40-172E Classroom Technology



Please leave this document in the classroom!

Important Contact Information

- For All Emergencies: 911 - Use classroom phone!
AED & First Aid is located at the end of the hall
across from storage room 176
- YC Campus Police: 311 or 928-776-2185 from your
cell phone
- Non-Emergency Campus Safety: 928-237-0420
- OLLI Office: 928-717-7634
- IT Help Desk: 928-776-2168

Updated January 23, 2026

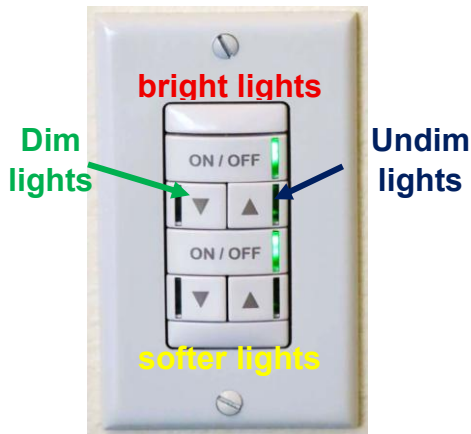
Room 40-172E OLLI Classroom Technology

Updated January 23, 2026

Table of Contents

TURN CLASSROOM LIGHTS ON/OFF	3
THERMOSTAT	3
EQUIPMENT LOCATION	3
TURN ON AND CONTROL THE PROJECTION SYSTEM	4
LOGIN TO THE COMPUTER	5
Unsuccessful Login	6
CONNECT TO THE INTERNET	6
PLAY A VIDEO	6
Play Video on Internet (YouTube, TED, etc.)	6
Play Video or Access Files on USB/Flash Drive	7
Play Video on DVD – Not Supported	7
Play Video on Blu-ray Disc – Not Supported	7
CONDUCT A REMOTE MEETING USING ZOOM	7
Troubleshooting Zoom	9
ADJUST THE VOLUME	9
Computer Volume Level	9
Video Volume Level	10
Control Pad Volume	10
USE THE CONFERENCE PHONE STATION	10
ATTACH A SEPARATE DEVICE	10
PREPARE THE ROOM FOR THE NEXT USER	10
Shut Down the Computer	10
Turn the System Off	11
Turn the Monitors Off	11
Turn Classroom Lights Off	11
STEPS TO FOLLOW IF SOMETHING ISN'T WORKING CORRECTLY	11
Yavapai College Prescott Campus Map	12

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 light switch is located on the wall near the door. The top **ON/OFF** button turns on or off the two rows of bright LED lights in the middle of the room. The bottom **ON/OFF** button turns on or off the softer lights over the front and in back of the room.

The ▼ button gradually dims all the lights and the ▲ button gradually turns all the lights on. A green light next to the button indicates whether the lights are dimmed.

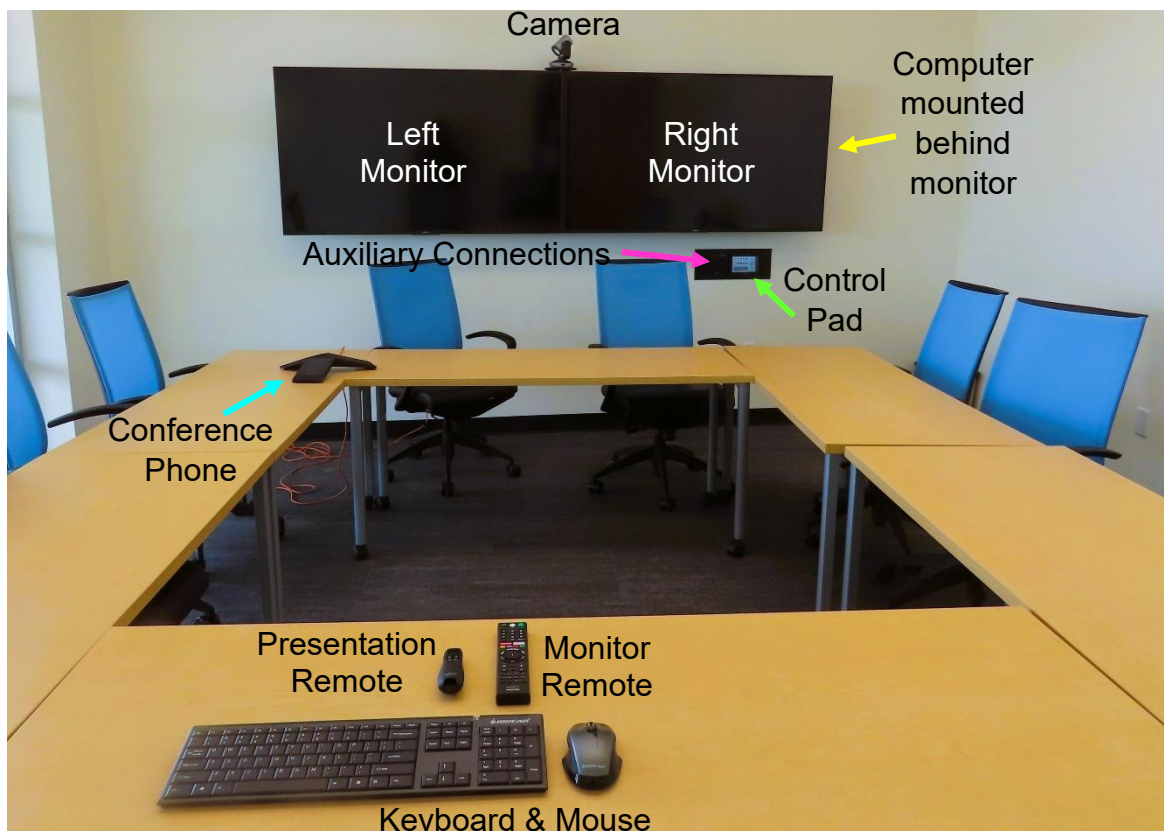
THERMOSTAT

The room temperature can be controlled by a thermostat located on the wall next to the light switch. Rotate the dial clockwise to increase the temperature or counterclockwise to decrease the temperature.



EQUIPMENT LOCATION

The room consists of two large wall-mounted monitors controlled by a Sony remote, a tiny computer mounted on the wall behind the right monitor, a camera mounted above the monitors, a wireless keyboard and mouse, a wall-mounted control pad with auxiliary connections, a conference Voice over IP (VoIP) phone, a Logitech remote to control the camera, and a presentation remote control laser pointer.



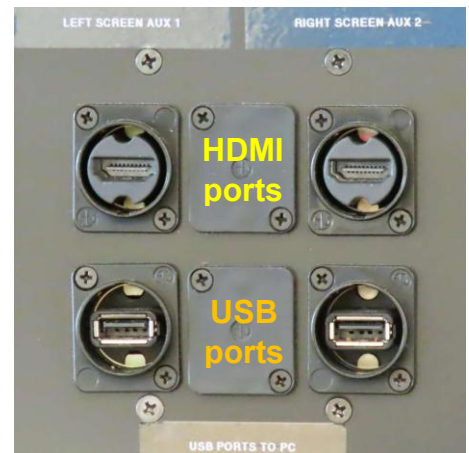
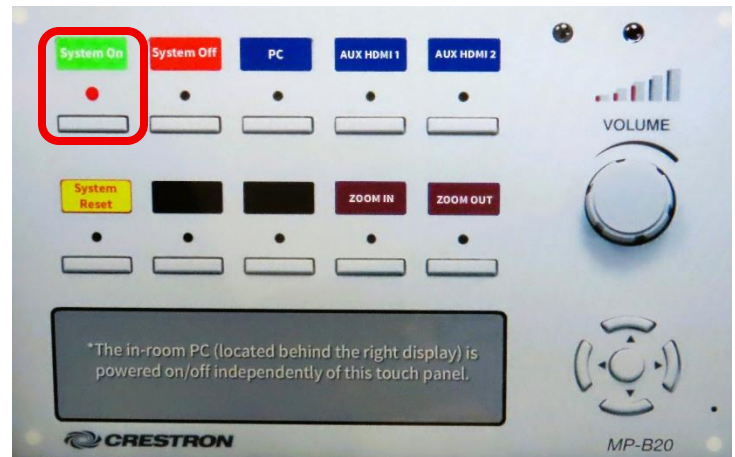
TURN ON AND CONTROL THE PROJECTION SYSTEM

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 label 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.

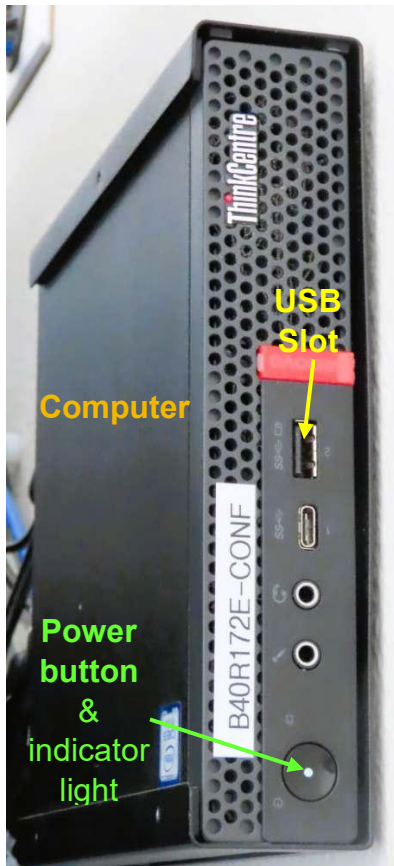
Control Pad Options:

A red light under the button label indicates which options are active.

- System On** turns on the sound system and projects the room PC display on the monitors.
- System Off** turns off the sound system and monitors.
- PC** is automatically set as the source display when **System On** is selected. The computer monitor is displayed on both wall-mounted monitors.
- AUX HDMI 1** attaches an auxiliary device to the system using the **LEFT SCREEN AUX 1** connection. If this option is selected and the PC option is also selected (by default), the PC contents will display on the right monitor and the connected auxiliary device will display on the left monitor. Turn off the PC source to display the auxiliary device on both monitors.
- AUX HDMI 2** attaches an auxiliary device to the system using **RIGHT SCREEN AUX 2** connection. 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.
- System Reset** reverts the source display to the default PC settings and configuration.
- Zoom In** magnifies the projection image and **Zoom Out** shrinks the projection image.
- The digital **Volume** dial does NOT adjust the sound system volume. Instead, tap the **Volume** dial and a set of up (to increase) and down (to decrease) arrows will appear. Lights above the dial indicate whether the volume level is increasing or decreasing.
- The 5-way directional navigation pad controls the DVD player if one was installed. The pad can be used to move the cursor **up**, **down**, **right**, or **left** and the center button **enters** your selection.



LOGIN TO THE COMPUTER

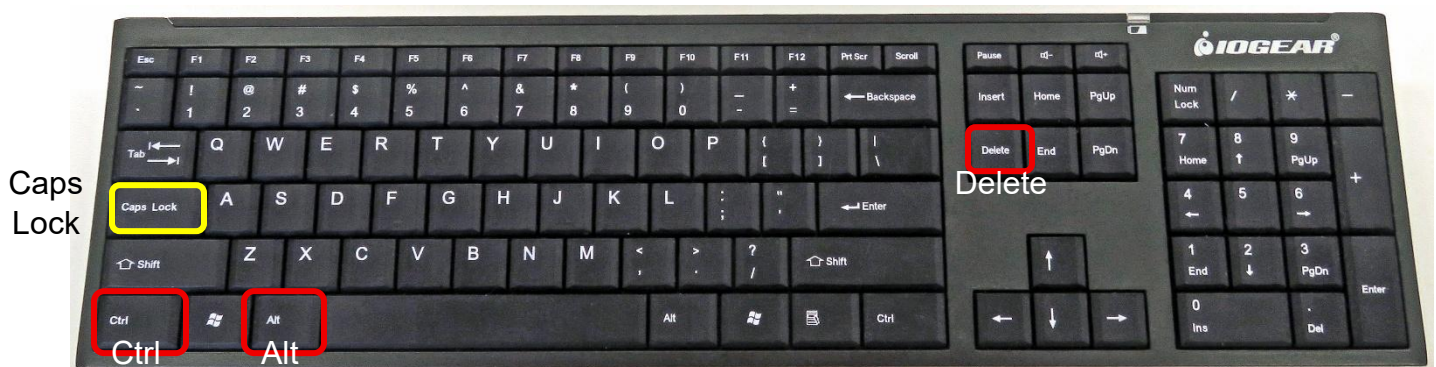


1. The Windows 11 ThinkCenter Desktop computer is mounted behind the left-hand side monitor. Verify that the computer is turned on by looking for a small green power button indicator light. If the light is off, press the **Power** button to turn the computer on.

2. There is no power indicator light to verify that the Sony TV monitors are turned on. If nothing is displayed on the monitors, press the **Power** button on the Sony TV remote. The Power button is used to both turn on and turn off the monitors.



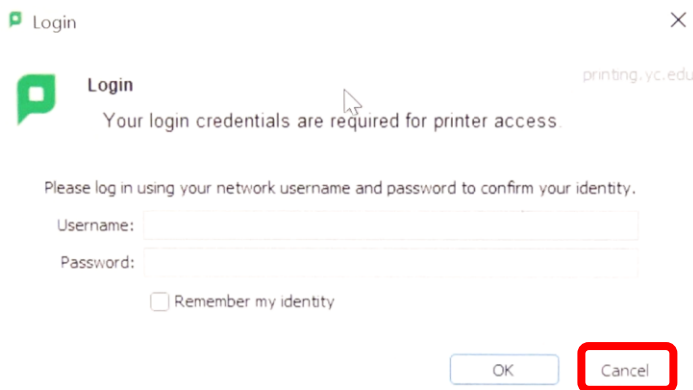
3. As instructed, press the wireless keyboard **Ctrl**, **Alt**, and **Delete** keys (circled in red on the keyboard below) at the same time to display the login screen.



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.

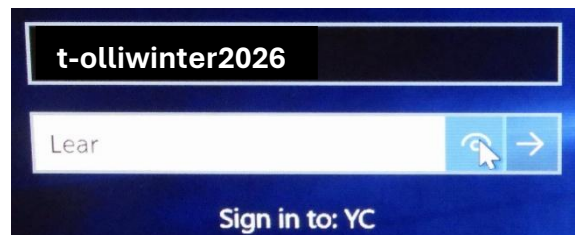
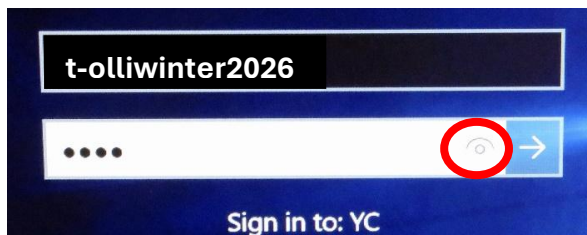


5. If a pop-up window asking for your CAS login credentials for printer access appears, click the **Cancel** button.



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.



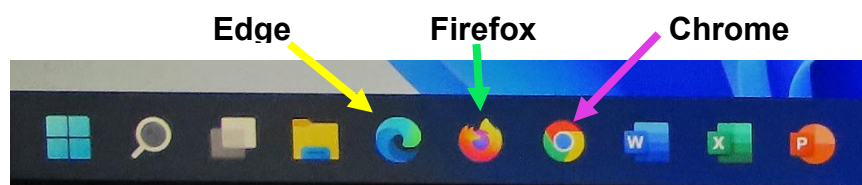
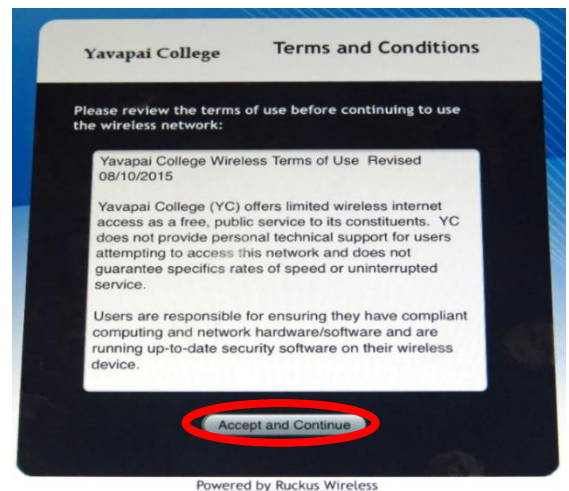
CONNECT TO THE INTERNET

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.

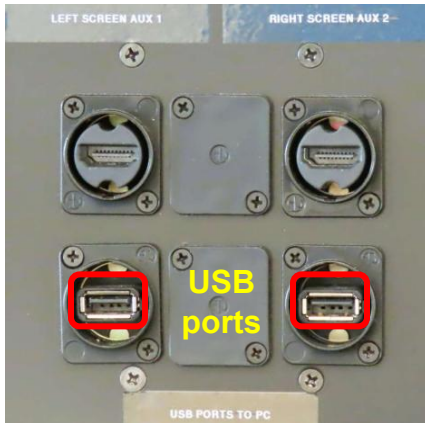
PLAY A VIDEO

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.

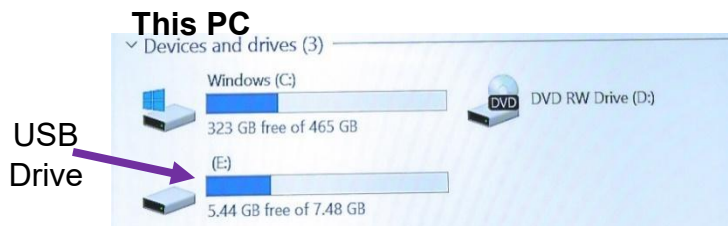


Play Video or Access Files on USB/Flash Drive



Insert your USB drive containing the video into one of the 2 USB slots in the Auxiliary Connections located to the left 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.



Play Video on DVD – Not Supported

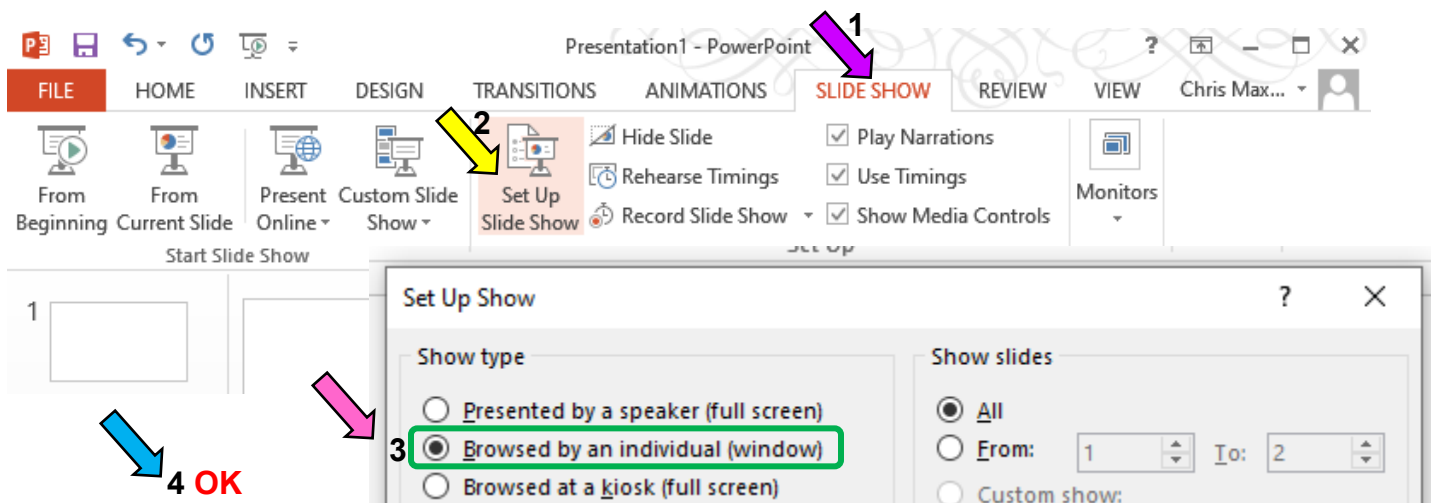
This computer **CAN NOT** play DVDs or CDs.

Play Video on Blu-ray Disc – Not Supported

Blu-ray is a digital data storage format for optical discs capable of storing high and ultra-high-definition video resolutions. Blu-ray discs **CAN NOT** be played in this room.

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 $\frac{1}{4}$ 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

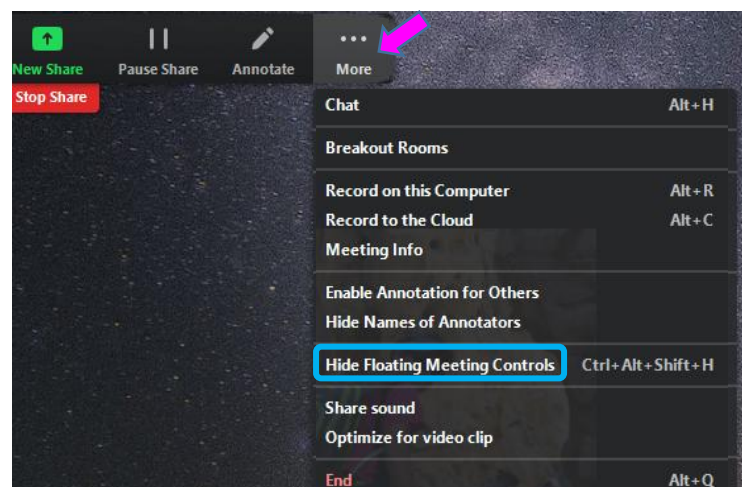


select the **Browsed by an individual (window)** option. Don't forget to click **OK** at the bottom of the **Set Up Show** screen to save your options! Even though the PowerPoint window will not cover the entire desktop (allowing you to access other content), Zoom participants will view it in full-screen 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 Workplace** icon. When you open the application, a new window asking for your CAS login may pop-up. Click on the **X** in the upper right-hand corner to reveal the Zoom sign in screen hidden underneath.
 - c. Open a browser (Chrome, Firefox 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.
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. The camera will automatically turn on when you begin your Zoom session.
6. Adjust the room lighting if necessary and consider using a lavalier microphone to project your voice to all Zoom participants. The ceiling mics will pick up student voices – but it may be helpful for room participant questions and comments to be made using a lavalier microphone instead.
7. Assign your co-hosts and begin admitting people from the waiting room if enabled.
8. When your class is ready to begin, mute all Zoom participants.
9. 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.
10. A co-host should monitor **Chat** to relay all questions and comments to the presenter at an appropriate time.
11. 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.

12. If additional media is to be shared, use the **New Share** option and select different material that is already opened on the computer.
13. When finished sharing screens, select the **Stop Share** option to project the meeting participants' video squares in full screen mode on the room monitors and projection screens.
14. 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.

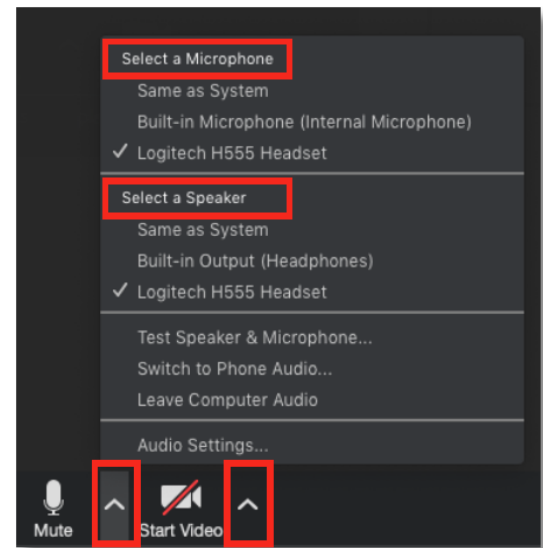
Troubleshooting Zoom

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

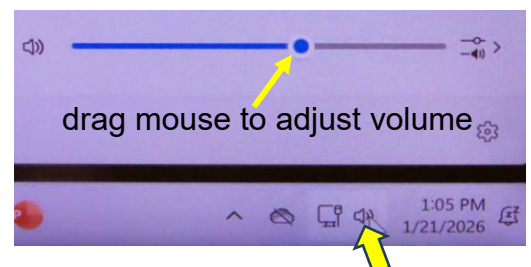
- If you turn off your video in Zoom, the data load will be lower and it should improve the connection.

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

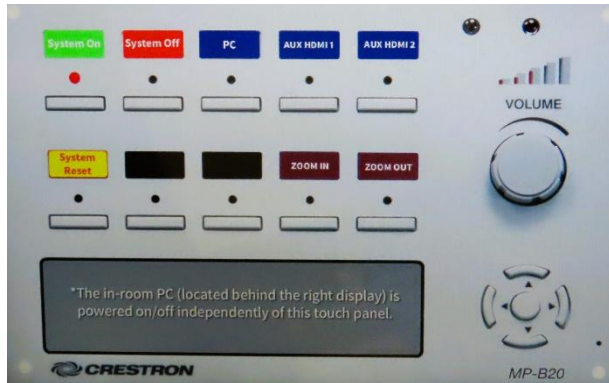
Adjust the computer volume by clicking on the taskbar speaker symbol in the lower right-hand corner of the monitor (just before the date and time). Setting the volume to 100% can create distortion, so try not to set the computer volume level above 90%.



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 Volume dial to display an up arrow (▲) to increase the volume and a down arrow (▼) to decrease the volume. Note that the simulated volume dial *does not* affect the volume. But the lights displayed above the dial indicate whether the volume is increasing or decreasing.

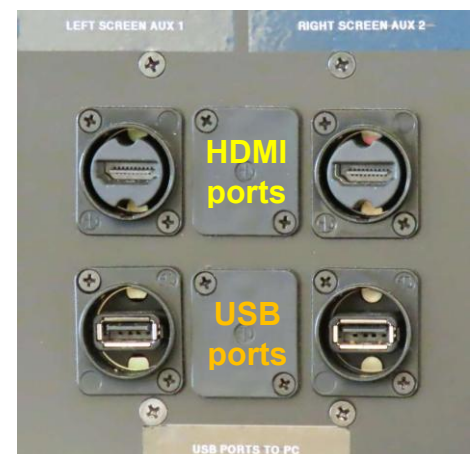
USE THE CONFERENCE PHONE STATION

The Polycom RealPresence Trio 8800 IP conference phone station allows people in remote locations to participate in classroom discussions. The 5" touchscreen controls calls.

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 either of 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.

There are also two easy to access USB ports available.



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

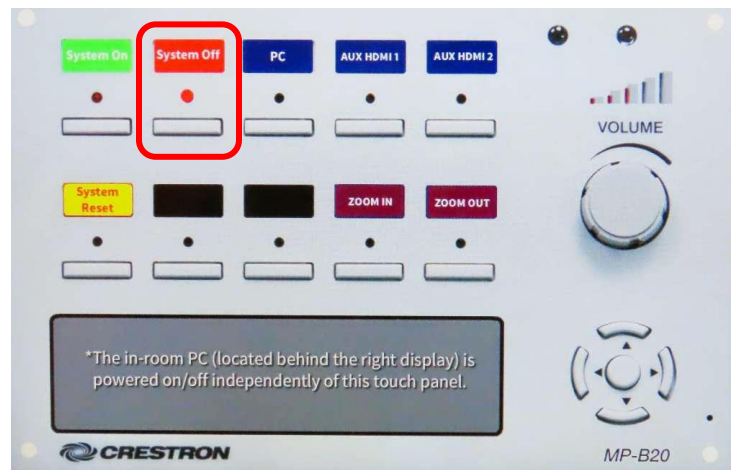
Press the control pad **System Off** button to shut the system down. This may take some time – so be patient.

Turn the Monitors Off

Press the **Power** button on the Sony TV remote to turn both monitors off.

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 both monitors are on but nothing is being displayed, 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 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 928-776-2168.

Prescott Campus

