

Room 19-215 Classroom Technology

Updated March 4, 2019



Table of Contents

TURN CLASSROOM LIGHTS ON/OFF	1
EQUIPMENT LOCATION	2
LOGIN TO THE COMPUTER	2
Unsuccessful Login	3
TURN ON AND CONTROL THE PROJECTION SYSTEM	4
CONNECT TO THE INTERNET	5
PLAY A VIDEO	5
Play Video on Internet (YouTube, TED, etc.)	5
Play Video on USB/Flash Drive	5
Play Video on DVD	6
VLC Control Buttons	7
VLC Media Player Shortcuts and Adjustments	8
Play Video on Blu-ray Disc – Portable Player Required	8
ADJUST THE VOLUME	8
Computer Volume Level	8
Video Volume Level	9
Control Pad Volume	9
USE THE DOCUMENT CAMERA	9
ATTACH A SEPARATE DEVICE	10
PREPARE THE ROOM FOR THE NEXT USER	11
Logoff the Computer	11
Turn the System Off	11
Turn Classroom Lights Off	11
STEPS TO FOLLOW IF SOMETHING ISN'T WORKING CORRECTLY	11

TURN CLASSROOM LIGHTS ON/OFF

The room lights are controlled by two separate sets of switches. The two switches mounted on the wall by the door control the lights over the student desks. The lights over the facilitator's workstation are controlled by a single switch along the front wall near the windows.

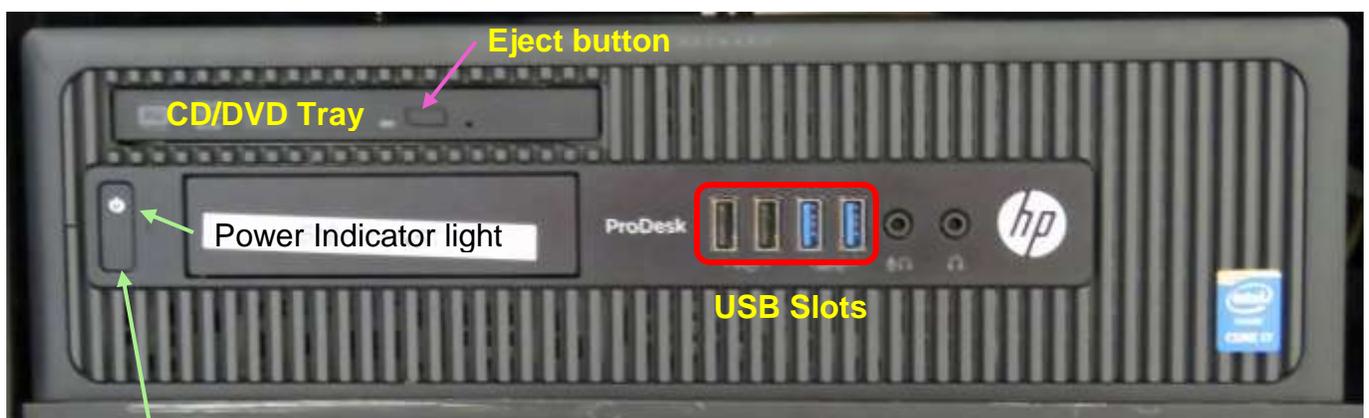
EQUIPMENT LOCATION

This room has 3 monitors: the computer (PC) monitor is located on the facilitator's workstation and two flat-screen monitors are mounted on the rear wall.



LOGIN TO THE COMPUTER

1. The Windows 10 computer is mounted inside the facilitator's workstation. Verify that the computer is turned on by looking for a small power indicator light inside the left-hand side power button. If the button light is off, press the **Power** button to turn the computer on.



Power button

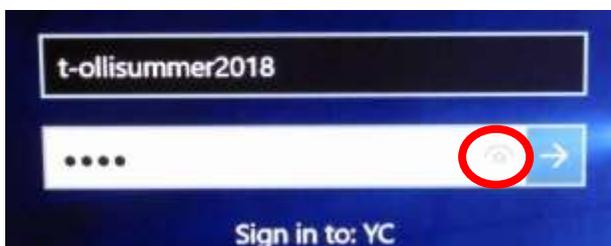
2. Verify that the monitor is turned on by looking for a light in the power button located in the front lower right-hand corner of the monitor. If the light is not on, press the **Power** button.
3. Press the keyboard **Ctrl**, **Alt**, and **Delete** keys (circled in red on the keyboard below) at the same time to display the login screen.



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 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 blue 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.



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 both rear monitors. A red light underneath each button indicates which options have been selected.

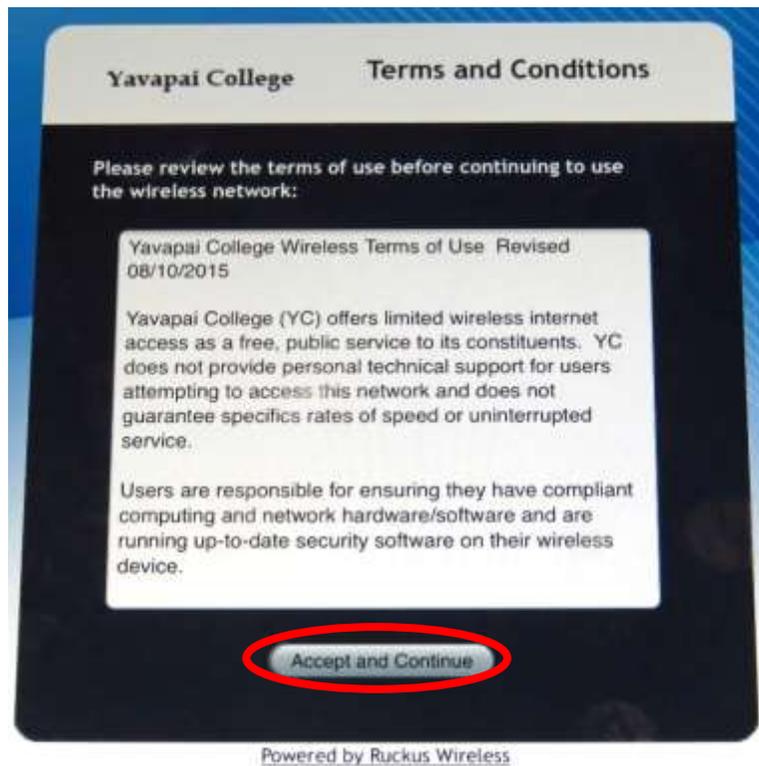


Control pad options include:

- A. **System On** turns on the sound system and projects the local PC (computer) display on the rear monitors and front projection screens.
- B. **System Off** turns off the sound system, projection system, and monitors
- C. **Mute Sound** toggles the audio on and off. The sound is muted when the light below the button is lit.
- D. **Image Blank** stops and restarts projecting the image to the projection screens. When set, a black screen is displayed on the screens, but the computer monitor is not affected.
- E. **Image Reset** readjusts the images being sent to the rear monitors and front projectors. Use this option if the images appear out of sync.
- F. **PC** (computer) is automatically set as the source display when **System On** is selected.
- G. **Doc Cam** projects the document camera image to the screen.
- H. **Aux VGA** connects an auxiliary device to the system via the VGA mini connector in the cable cubby.
- I. **Aux HDMI** connects an auxiliary device to the system using the HDMI connector in the cable cubby.
- J. **System Default** reverts the source display to the default configuration (the PC).
- K. 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

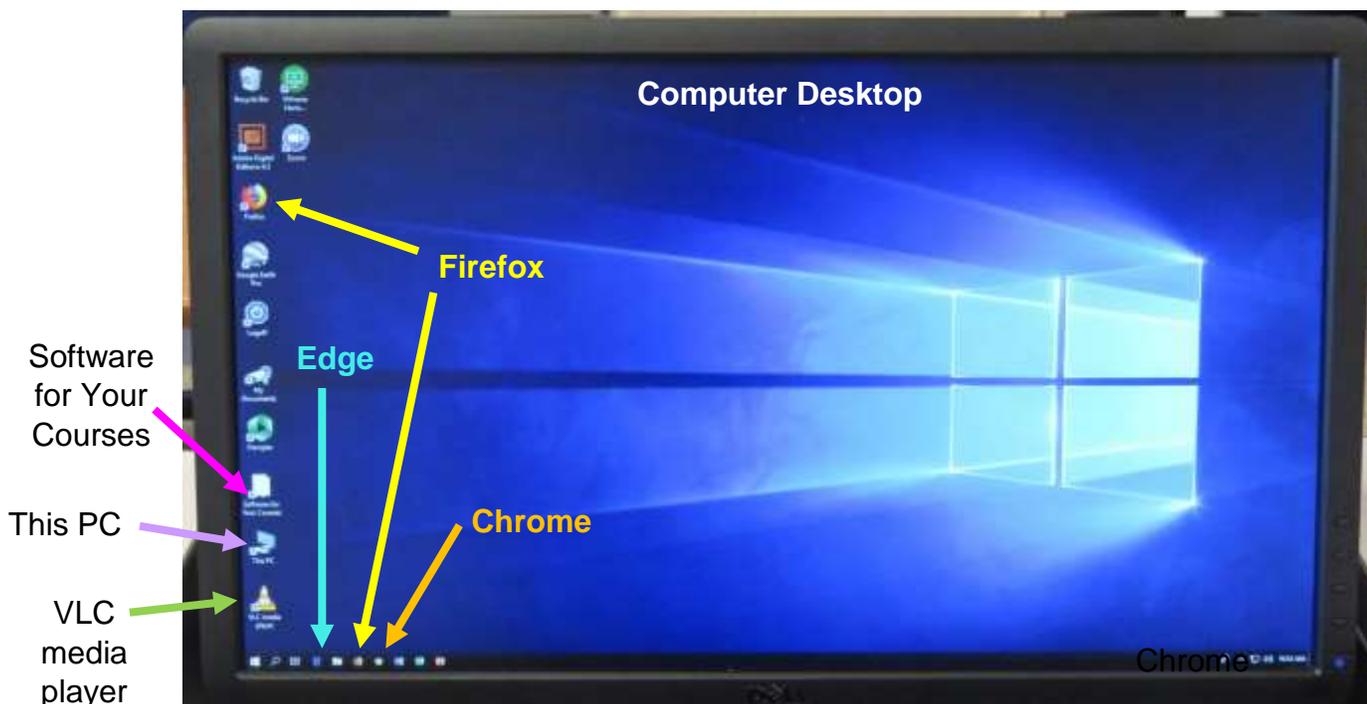
The computer is hard-wired to the Internet, but portable devices can connect to the Yavapai College wireless network by selecting the **YCRoughAir** network. After reviewing the terms of use, you must select **Accept and Continue** to establish a wireless connection.



PLAY A VIDEO

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

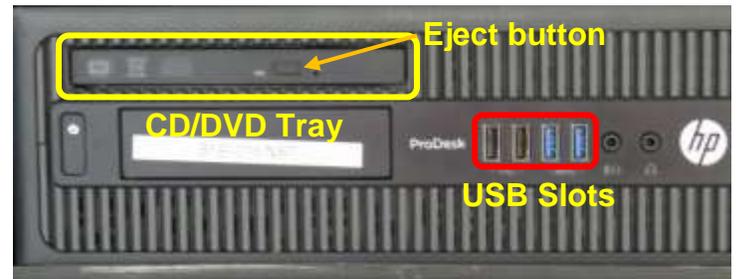
Open a web browser (Firefox, Edge, or Chrome) and navigate to the video source.



Play Video on USB/Flash Drive

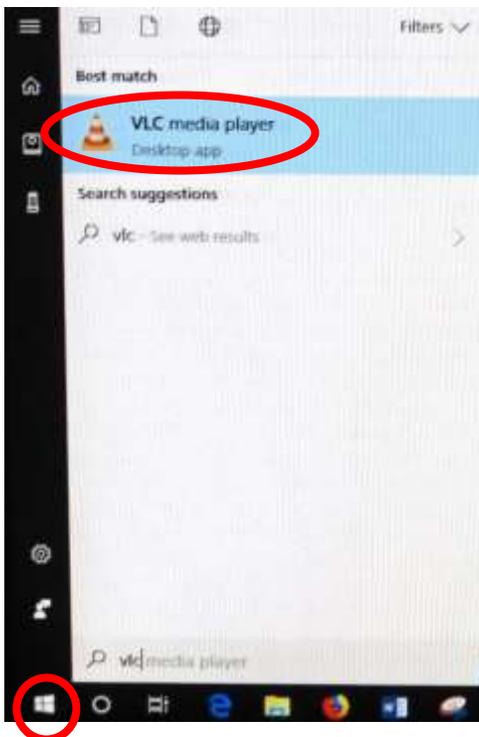
Insert your drive containing the video into one of the 4 USB slots in the front of the computer. If your device does not automatically open, click on **This PC** to access it. Under **Devices and drives**, click on your drive (*USB Drive E* in the example below) to open it and access your files.

This PC



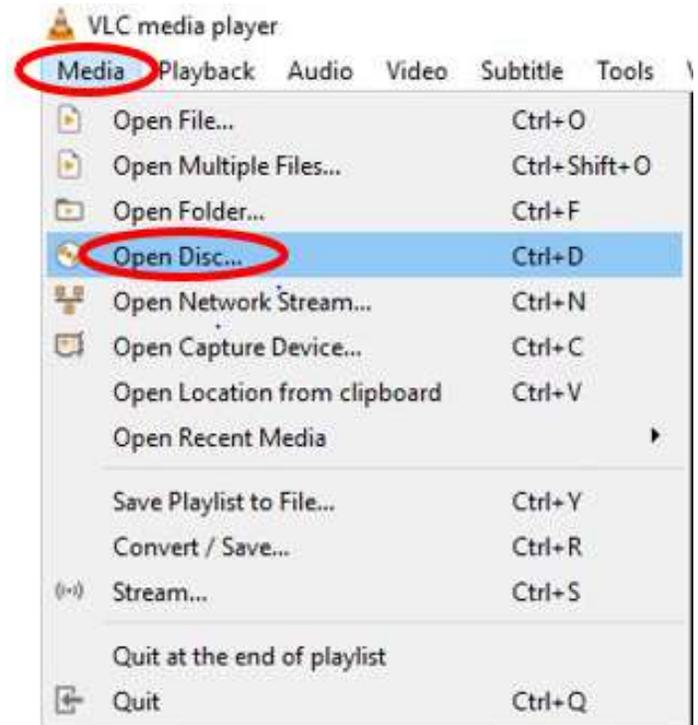
Play Video on DVD

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



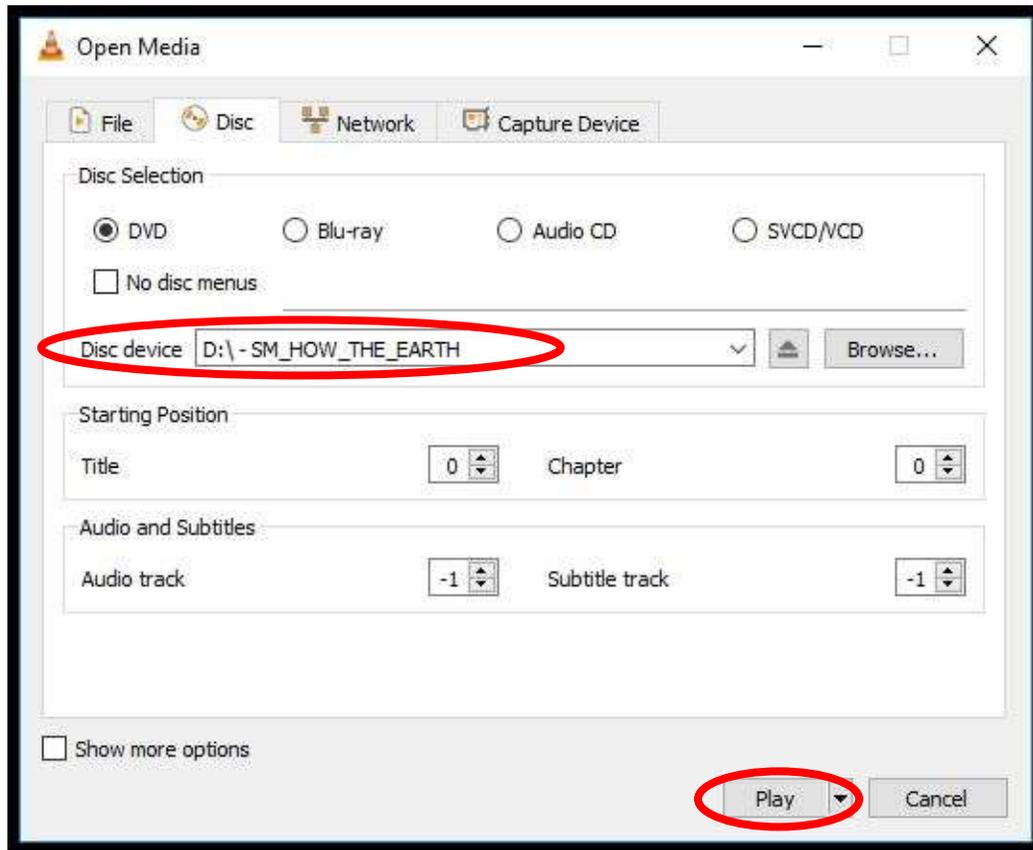
The VLC icon doesn't appear on the desktop

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.
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.



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

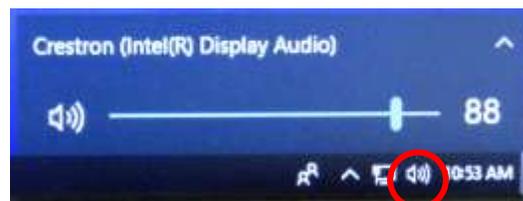
Blu-ray is a digital data storage format for optical discs capable of storing high and ultra-high definition video resolutions. This computer **CAN NOT** play Blu-ray discs. If required, notify the OLLI office and a portable Blu-ray player can be provided.

ADJUST THE VOLUME

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



USE THE DOCUMENT CAMERA

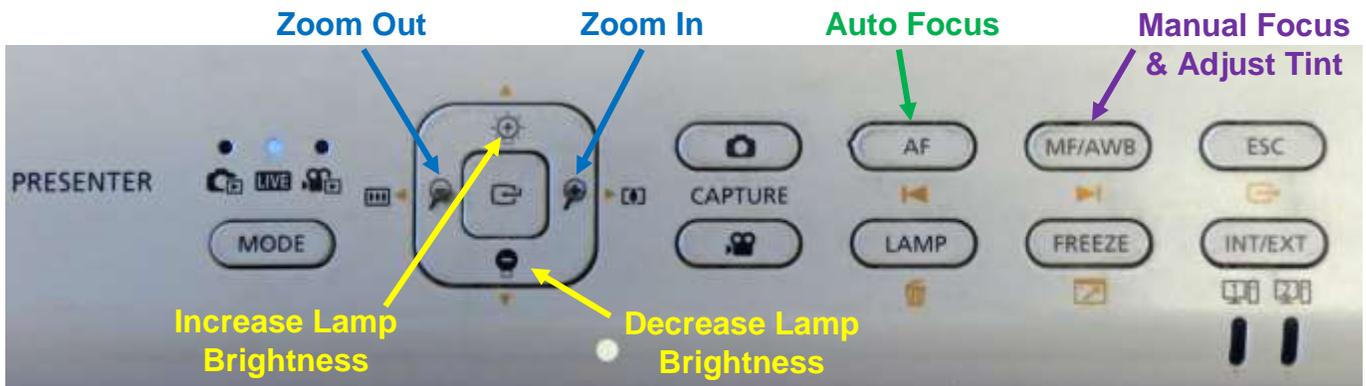
The document camera allows you to project objects or documents sitting on the document camera's base onto the room screens and monitors.



1. Change the control pad source display from the PC to the **Doc Cam**.
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. Then center your object/document under the camera.
5. Use the document camera front control buttons to automatically focus, zoom in, zoom out, increase and decrease the display brightness.



6. 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 projections screens, but the computer monitor is not affected.
7. When finished displaying the object/document, change the control pad source display back to **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 Ethernet



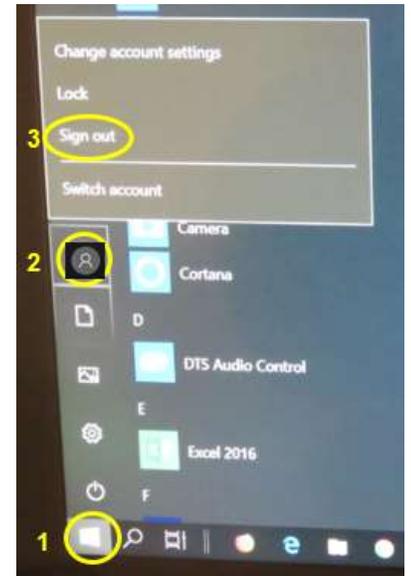
connectors in the Cable Cubby. Contact the OLLI office for instructions and special adaptors for Apple devices. Once your device is connected, use the control pad to change your source display.

PREPARE THE ROOM FOR THE NEXT USER

Logoff the Computer

Do **not** shut down the computer or turn the computer power button off!

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 the **Sign out** option.



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 on the wall to turn off all the classroom lights.

STEPS TO FOLLOW IF SOMETHING ISN'T WORKING CORRECTLY

1. If the projectors or monitors are not projecting, use the **System Default** 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).