

# Room 31-102 Classroom Technology

Updated March 4, 2019

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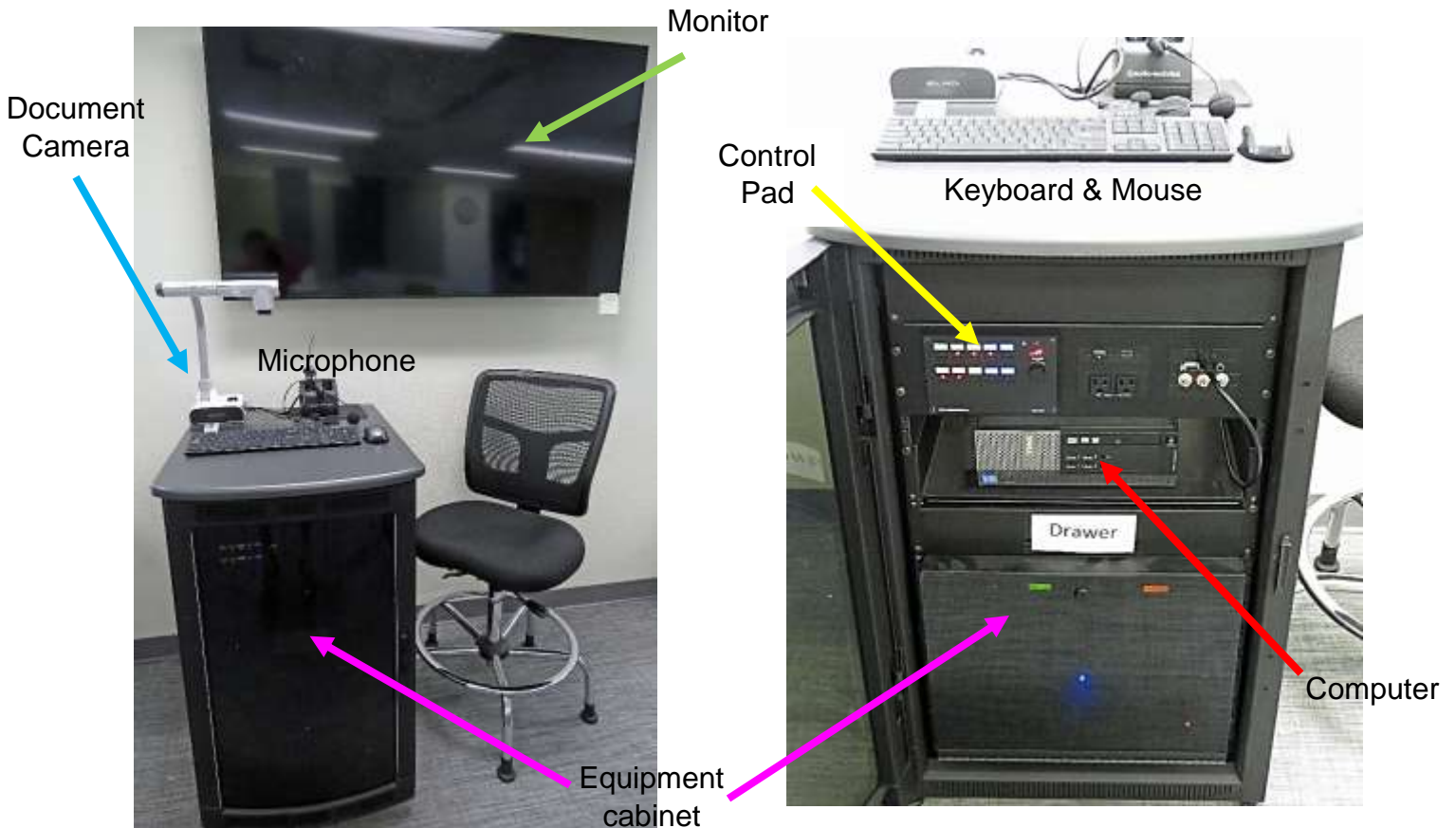
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## TURN CLASSROOM LIGHTS ON/OFF

The room lights are controlled by the switch mounted on the wall by the door. Note that there is a time delay between when the switch is flipped on and when the lights actually turn on.

## EQUIPMENT LOCATION

The computer and control pad are located inside the equipment cabinet, while the keyboard, mouse, microphone, document camera, and remote controls are sitting on top (or in the labeled drawer). Note that the computer monitor is the flat-screen TV mounted on the wall. Open the cabinet door (the lock is broken) by pulling gently on the right-hand side.



## TURN THE SYSTEM ON

Press the **Power On** button on the Crestron control pad to project the computer screen onto the TV and activate the sound system.



## LOGIN TO THE COMPUTER

1. The Windows 10 PC is located inside the equipment cabinet. Verify that the Dell computer is turned on by looking for a small light inside the upper right-hand corner power button. If the button light is off, press the power button to turn the computer on.



2. If the TV screen fails to turn on, **DO NOT** touch the TV. Instead, use the red power on/off button on the Panasonic Display remote control.




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. Display the password to verify you typed it correctly. When you type your password, the characters are hidden for security reasons. After you begin typing, you can display the characters already typed by clicking on the  symbol that appears on the right-hand side of the password window.



3. Verify that **Caps Lock** is turned off. There is no light on the keyboard to indicate that Caps Lock is on. So toggle it, by pressing the **Caps Lock** button on the left-hand side of the keyboard and retype the password.

## CONTROL THE PROJECTION SYSTEM

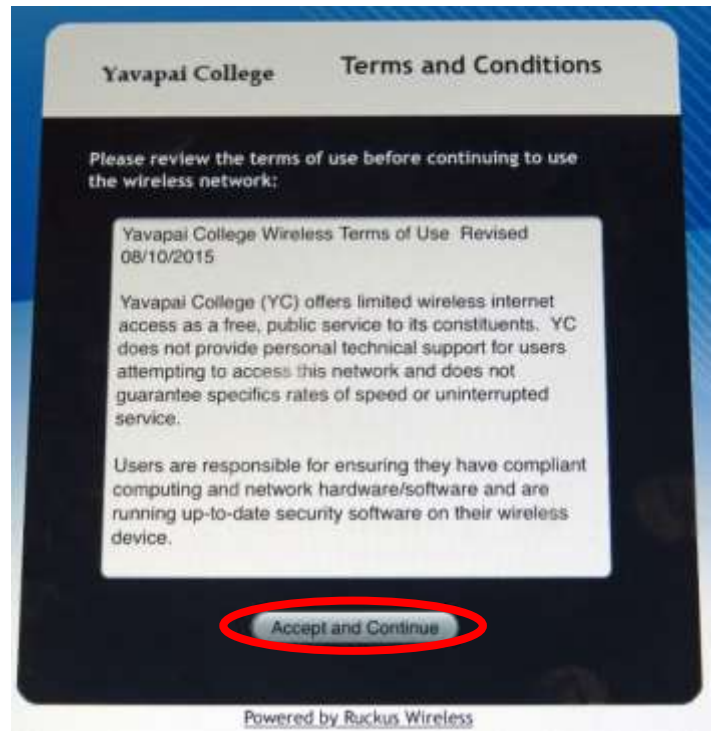
The control pad controls the power, sound, and the display projected on the screen. Lights indicate which buttons have been selected.



- a. **Power On** turns on the sound and projects the Room PC display on the TV screen.
- b. **Sound On** automatically is set when Power On is pressed.
- c. The **Image Blank On** button stops projecting the computer monitor image to the TV screen. A black screen is displayed instead.
- d. **Room PC** is automatically set as the source display when Power On is pressed.
- e. Since the Document Camera is connected to the computer using an HDMI cable, the **Aux HDMI** button turns on the document camera.
- f. **Power Off** turns off the TV screen and the sound system.
- g. **Sound Off** turns the sound system off.
- h. **Image Blank Off** projects the computer monitor image to the TV screen.
- i. **Aux VGA** connects a separate device to the system via a VGA cable.
- j. **Aux Video** is used to connect an auxiliary video device to the system.
- k. The dial on the right-hand side is used to adjust the **Volume**. Turn the dial clockwise to increase the volume and counterclockwise to decrease the volume. Lights 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

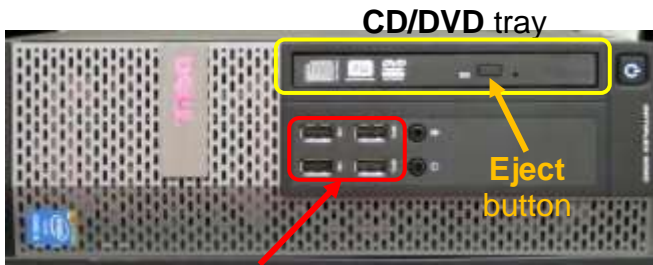
### Play Video on Internet (YouTube, TED, etc.)

Open a web browser (Firefox, Edge, or Chrome) and navigate to the video source. Note that the screen layout and applications on the desktop may be different.



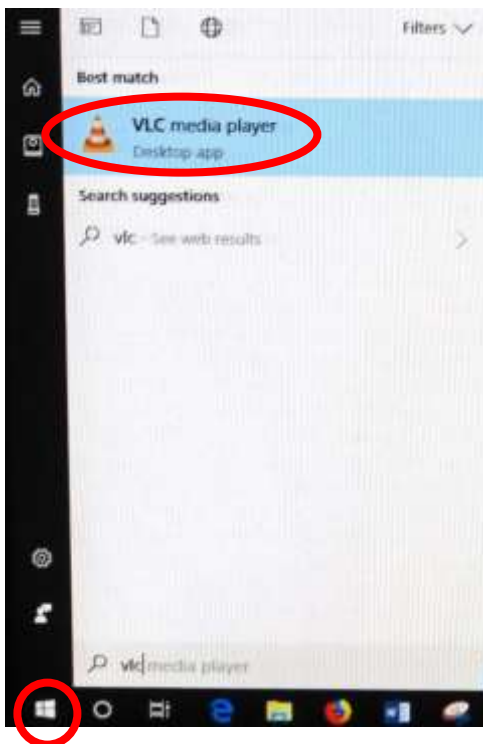
## Play Video on USB/Flash Drive

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.



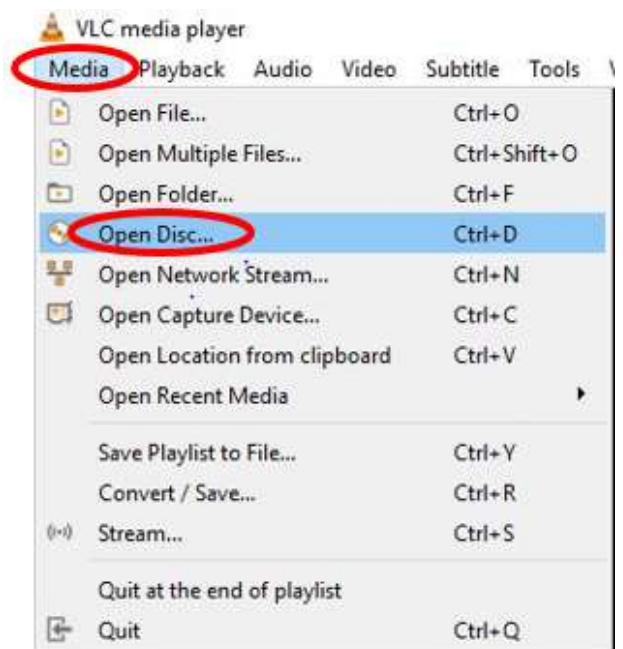
## Play Video on DVD

Open the computer DVD tray by pressing the CD/DVD tray 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*

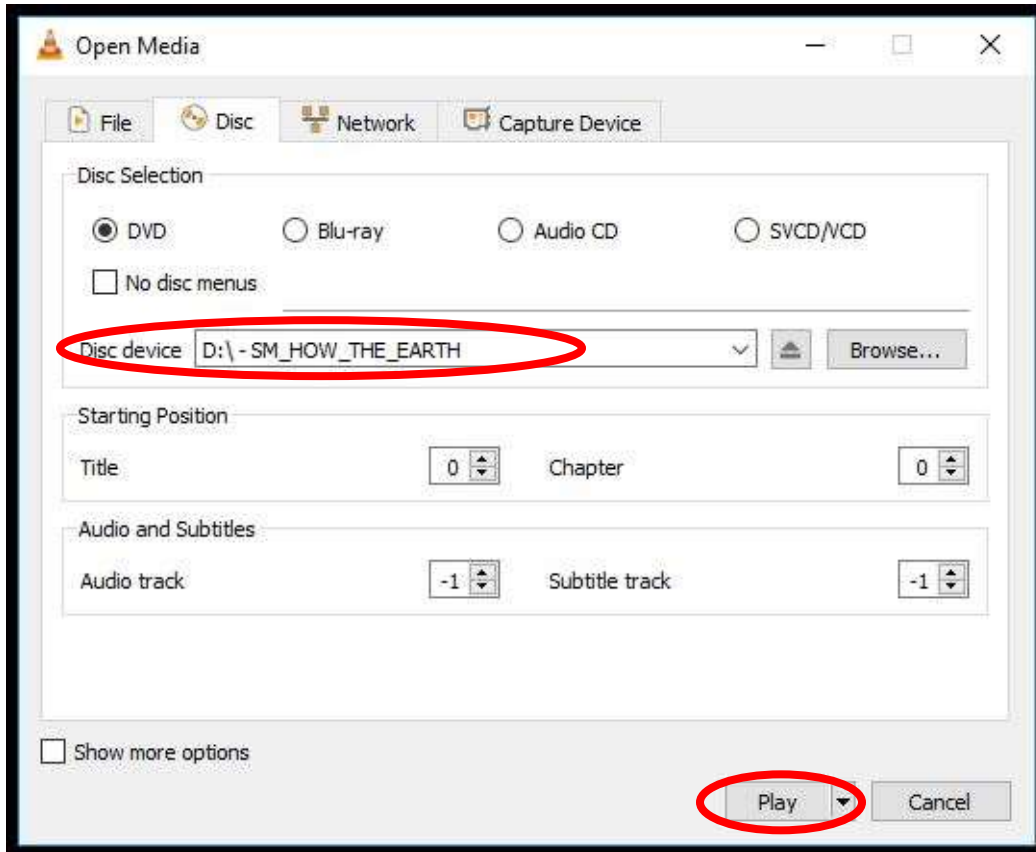
1. Look for VLC media player under **Software for Your Courses** (just above **This PC**).
2. If it can't be found under Software for Your Classes, click on the Windows Start button icon in the lower left-hand corner of your monitor or on the keyboard and type "VLC" without the quotes. Note that a search 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).


- 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.

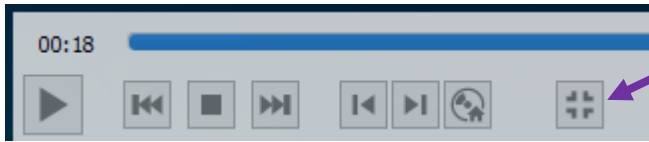


## VLC Control Buttons

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



- When pressed, the **Play** button will display two vertical lines  that allow you to **Pause** the video until the Play button is pressed again.
- 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.
- The **Stop** button stops playing the video.
- The **Fast Forward** button advances the video.
- 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. A sample of the more useful shortcuts are listed below:

- **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 tray **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.

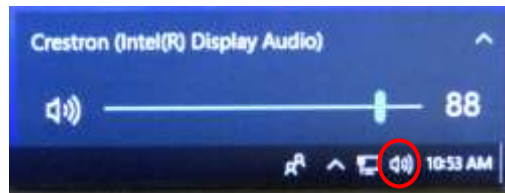
## ADJUST THE VOLUME

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 (that includes the microphone). 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 TV screen (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.



## LAVALIER (CLIP ON) MICROPHONE

A lavalier resides in the charging base on top of the equipment cabinet. One end of the cord is attached to the lavalier base and the other end connects to a headset that holds a small microphone. Microphone placement is the key to good sound, so make sure you adjust the position of the microphone.

The on/off switch is on the top of the base unit and a red light indicates the microphone is turned on.

When finished with the microphone, be sure to turn it off and reset it properly in the charging base. The metal charging strips need to be aligned toward the back of the base.



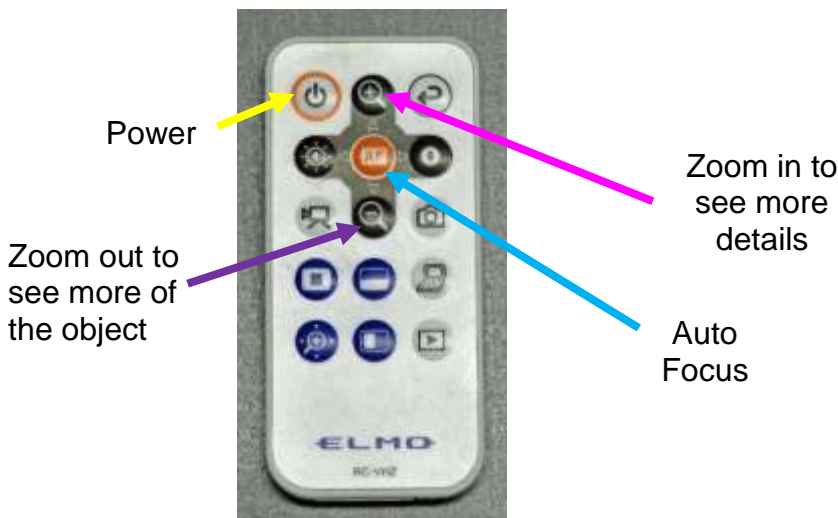
## USE THE DOCUMENT CAMERA

The document camera allows you to project objects or documents sitting on the equipment cabinet on the room screens and monitors.

1. Press the **Aux HDMI** button on the control pad to change the source display from the **Room PC**. This will turn on the Document Camera as indicated by a blue light surrounding the **Power** button on the base of the projector. If the document camera does not turn on automatically, press the Power button.



2. Place the object/document to be displayed on the equipment cabinet 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. Use the ELMO remote control to automatically focus, zoom in, zoom out, increase and decrease the display brightness.

5. Just like with the Room PC, the **Image Blank On** and **Image Blank Off** buttons on the control pad will display or hide the object/document. When turned on, a black screen is displayed on the monitor.
6. When finished displaying the object/document, change the control pad source display back to **Room PC** to resume projecting from the computer and make sure the Document Camera is turned 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 to the HDMI, VGA Mini, or RCA connectors in the computer cabinet. Contact the OLLI office for instructions and special adaptors for Apple




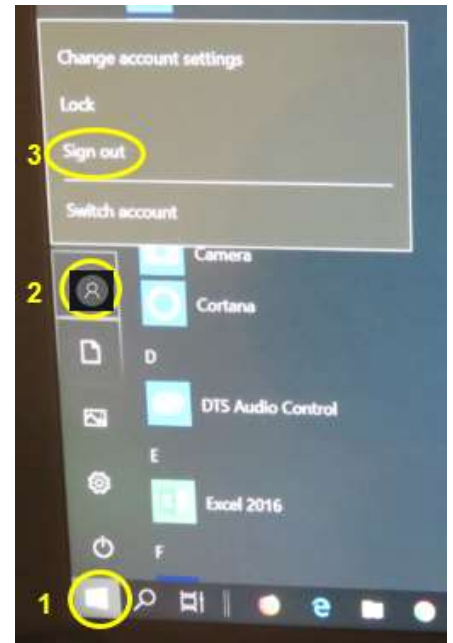
devices. Once your device is connected, use the control pad to change your source display.

## 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. Don't forget to replace the microphone in its 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 switch on the wall to turn off all the classroom lights.

## STEPS TO FOLLOW IF SOMETHING ISN'T WORKING CORRECTLY

1. If the TV is not projecting, use the Panasonic Display remote control to turn the TV on.
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).