

Instructions for Using 31-101 Classroom Technology



Please leave this document in the classroom!

Important Contact Information

- For All Emergencies: 911 (Use classroom phone!)
AED & First Aid is located in 31-103 (kitchen area)
- YC Campus Police: 311 or x2185 if using campus phone (928-776-2185 from your cell phone)
- Non-Emergency Campus Safety: 928-237-0420
- OLLI Office: x7634 (928-717-7634)
- IT Help Desk: x2168 (928-776-2168)

Updated August 21, 2023

Room 31-101 Classroom Technology

Updated August 21, 2023

Table of Contents

CLASSROOM LIGHTS AND TELEPHONE	3
EQUIPMENT LOCATION	3
TURN ON AND CONTROL THE PROJECTION SYSTEM	4
Troubleshooting Projector Issues	5
LOGIN TO THE COMPUTER	5
Unsuccessful Login	6
CONNECT TO THE INTERNET	7
PLAY A VIDEO	7
Play Video on Internet (YouTube, TED, etc.)	7
Play Video or Access Files on USB/Flash Drive	7
Play Video on DVD	7
VLC Control Buttons, Shortcuts, and Adjustments	9
Play Video on Blu-ray Disc	10
CONDUCT A REMOTE MEETING USING ZOOM	12
ADJUST THE VOLUME	14
Computer Volume Level	14
Video Volume Level	14
Control Pad Volume	15
Troubleshooting Sound Issues	15
MICROPHONES	15
Handheld Microphone	15
Lavalier Microphone	15
DOCUMENT CAMERA	16
PRESENTATION REMOTE	17
ATTACH A SEPARATE DEVICE	18
PREPARE FOR THE NEXT USER	18
Logoff the Computer	18
Turn the System Off	18
Turn Classroom Lights Off	18
STEPS TO FOLLOW IF SOMETHING ISN'T WORKING CORRECTLY	18
Yavapai College Prescott Campus Map	19

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 under [Facilitate](#)->Classroom Media.

CLASSROOM LIGHTS AND TELEPHONE

The room lights can be controlled by two switches mounted on the wall by the door and on the wall next to the facilitator workstation. Dimmer switches by the facilitator workstation control the amount of light in the room. One switch controls the rear lights and the other switch controls the front lights. The lights automatically turn off when motion is no longer detected by the sensors mounted in the ceiling near the front and rear of the room. Jump up and down near the sensor to turn the lights back on..

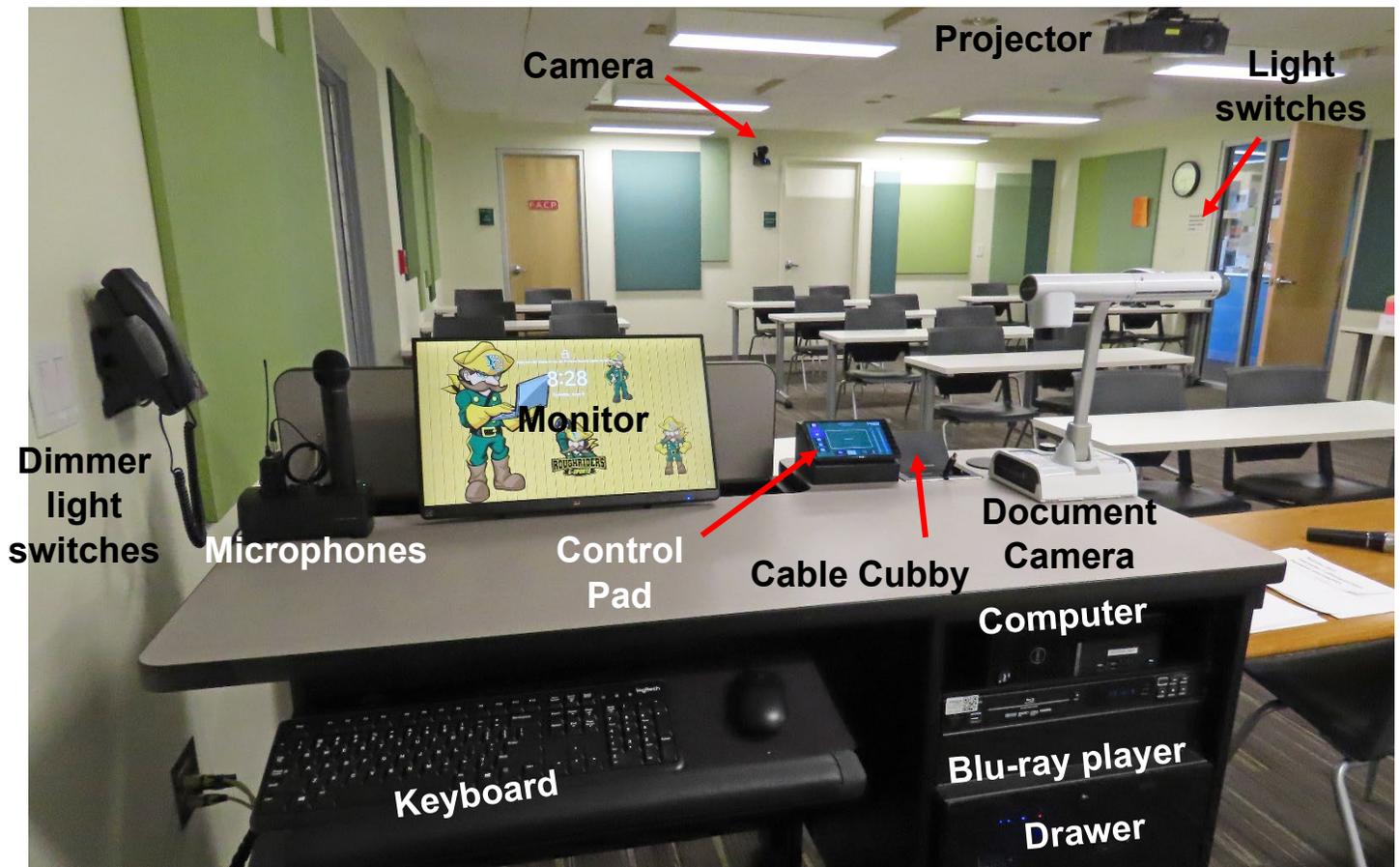
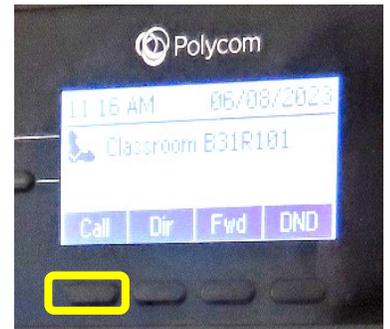


Light sensor

To make a call from the classroom phone, dial the 4 digit phone extension then press the **Call** option.

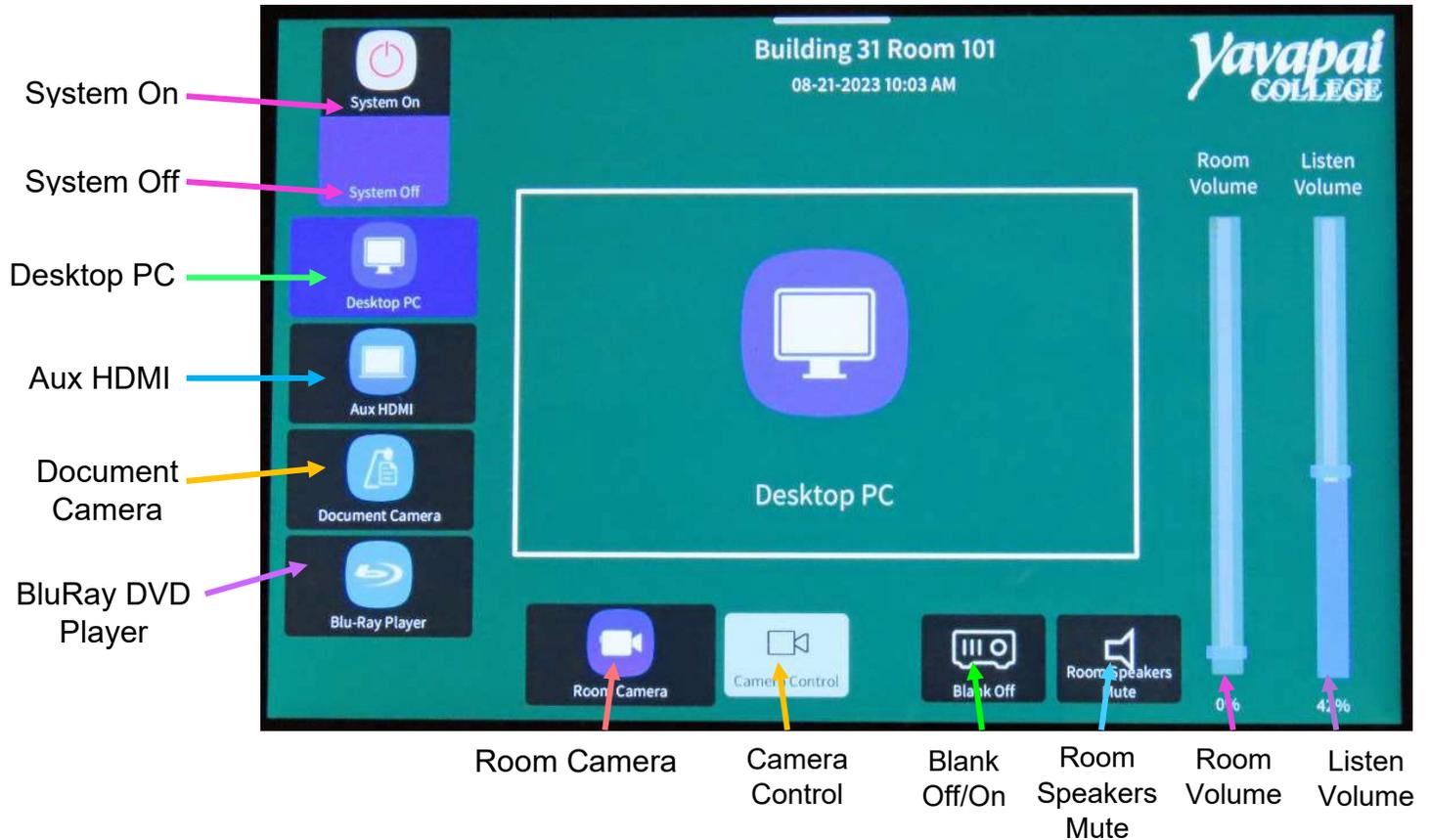
EQUIPMENT LOCATION

Dimmer Controls



TURN ON AND CONTROL THE PROJECTION SYSTEM

The control pad activates and controls the projection system, sound system, and other attached equipment. Since the sound system is routed through the control pad, the **System On** button must be tapped for sound to be projected in the room. All selected control pad options are highlighted in blue. If the control pad is blank, tap anywhere on it to display the available options.



Control Pad Options:

When the system is turned on, the default source is set to the **Desktop PC** (highlighted in blue and displayed in the center of the screen) and the **System On** button changes to blue. The source can easily be changed by tapping icons along the left-hand side.

- System On** turns on the sound and projection systems and displays the desktop PC monitor contents on the projection screen.
- System Off** turns off the sound system, camera, and projector.
- When **Desktop PC** is set (default source) content from the room computer is displayed on the projection screen.
- Aux HDMI** is used when an auxiliary device is connected to the system via an HDMI cable located in the cable cubby.
- Document Camera** projects the document camera image to the projection screen.
- The **BluRay DVD Player** projects both Blu-ray and DVD discs onto the projection screen.
- Room Camera** activates the wall-mounted camera for remote learning (Zoom).
- Camera Control** adjusts the remote learning camera position.
- Blank Off** stops and restarts projecting the image to the projection screen. When set, a black screen is displayed on the projection screen, but the computer monitor is not affected.

- j. **Room Speakers Mute** stops routing sound from the lavalier or hand held microphone through the room sound system. Tapping the button again will unmute the microphones. If you don't want a powered on microphone sitting in its base to pick up audio, tap **Room Speakers Mute**.
- k. The **Room Volume** slider adjusts the room speaker volume. Use your finger to tap or move the slider bar up to increase the volume and down to decrease the volume.
- l. The **Listen Volume** slider adjusts the volume for microphones that connect to hearing aids equipped with t-coils. When used in tandem with a hearing loop (available in the black case behind the facilitator desk), sound is piped directly into the hearing device.

Troubleshooting Projector Issues

1. If the projector will not turn on, check the lights on the projector itself. If a RED or ORANGE light is on, the projector may still be in 'standby' mode. Lamp, temperature, and filter errors (indicated by lights on the projector) can also cause the projector to shut down or not power up at all.
2. If the projector lamp has blown (gone out) and class is about to start impacting students, call the IT Help Desk at 928-776-2168 and listen for Option 1.
3. If the projector is ON (the GREEN light is on), but nothing is being projected onto the screen:
 - a. Verify that your input source is selected correctly and powered on. For example, if the Document Camera is selected but is not turned on, no image will be projected.
 - b. Check the control pad **Blank Off** option. If selected, tap the icon to resume projecting.
 - c. Test if images are visible using other sources. For example, can you see the image from the computer but not the Document Camera?

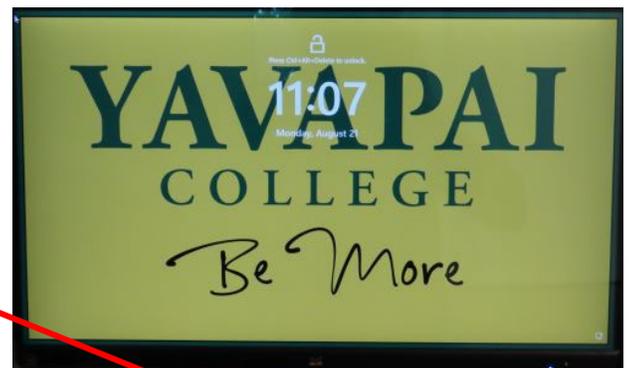
LOGIN TO THE COMPUTER

1. The Windows 11 computer is located in the facilitator's workstation to the right of the keyboard tray. Verify that the computer is turned on by looking for a small light inside the power button. If the indicator light is off, press the **Power** button to turn the computer on.



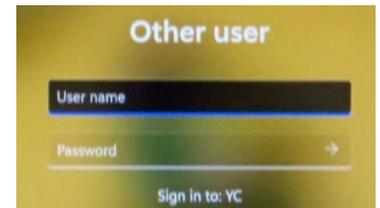
2. Verify that the monitor is turned on by looking for a blue light along the bottom right-hand side of the monitor. If the blue light is off, press the tiny unraised **Power** button located under the tiny yellow dot.

If the monitor is on but is totally black, press any key on the keyboard to display the locked screen.

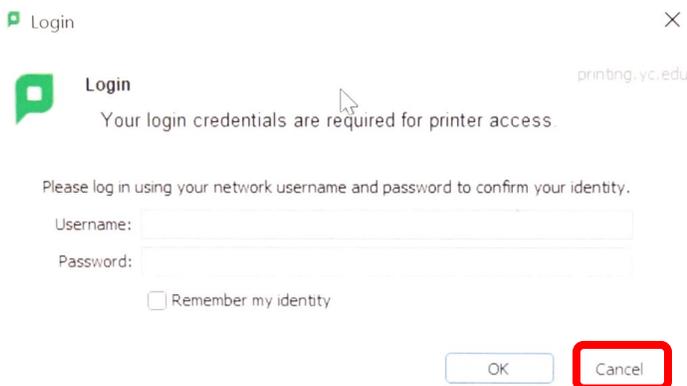


Monitor power button

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



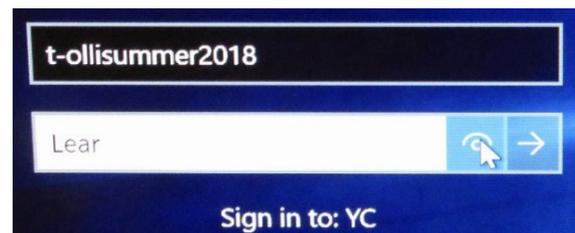
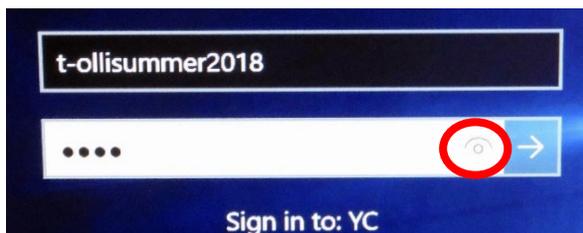
- When prompted, accurately enter the provided user name and password then press the keyboard **Enter** key. Note that the user name is *not* case sensitive, but the password *is* – so capitalize letters if required. Be patient, as it may take some time for the system to initialize!
- When the pop-up window asking for your CAS login credentials for printer access appears, click the **Cancel** button.



Unsuccessful Login

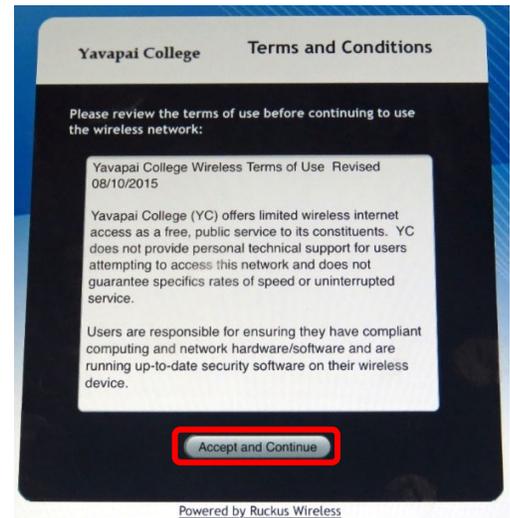
- Verify that you typed the correct user name.
- Make sure **Caps Lock** is turned off. When turned on, the Caps Lock indicator light in the upper right-hand side of the keyboard will be lit. To turn Caps Lock off and revert back to lower case letters, press the **Caps Lock** button on the left-hand side of the keyboard.

- 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

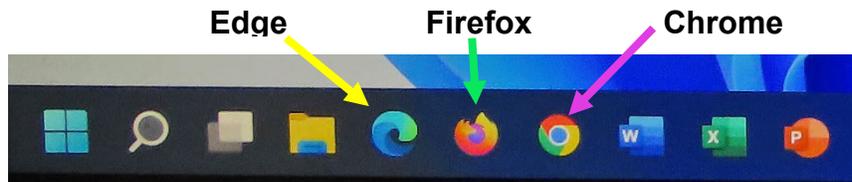
The computer is hard-wired to the Internet, but portable devices can connect to the Yavapai College wireless network by selecting the **YCRoughAir** network. After reviewing the terms of use, you must choose **Accept and Continue** to establish a wireless connection.



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 drive containing the video or other files into one of the USB slots in the front of the computer. Note that one slot is already used for the presentation remote wireless receiver. If your device does not automatically open, click on the desktop **This PC** icon 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

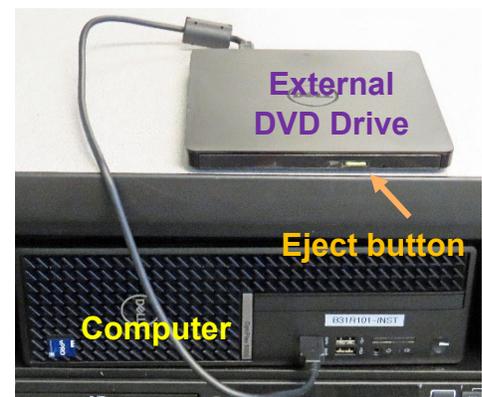


should begin playing your video.

Play Video on DVD

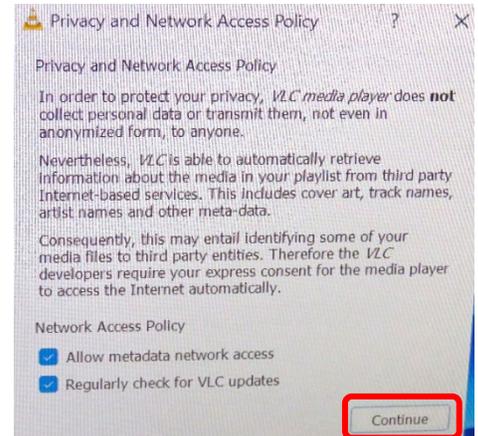
The Windows 11 computer **DOES NOT** contain an internal DVD/CD player. Either use the BluRay Player or connect one of the portable external DVD drives available from the OLLI office.

Plug the USB end of the portable DVD player cable into one of the computer's empty USB slots.



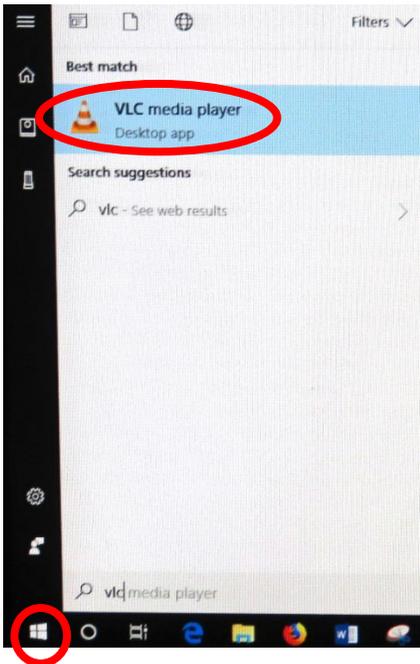
Open the computer DVD tray by pressing the DVD eject button. Insert your disc making sure it is seated correctly by snapping it into the spindle. Then gently push the tray back into the computer. The DVD should automatically begin playing. If it doesn't, try reseating the DVD (open the tray, replace the disc, and close it again). If that doesn't work, click on the desktop **VLC** icon (traffic cone 🚧).

When the DVD begins to play, a privacy and network access policy pop-up window appears. Select **Continue** at the bottom of the window or just close the window by clicking on the **X** in the upper right-hand corner.



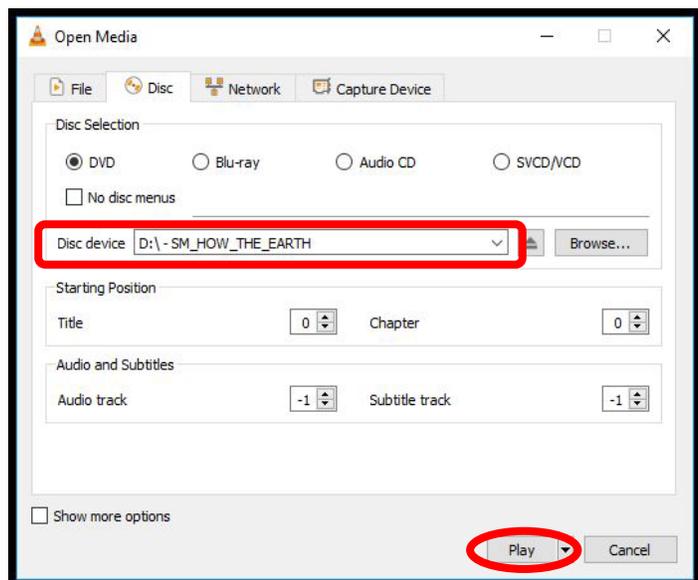
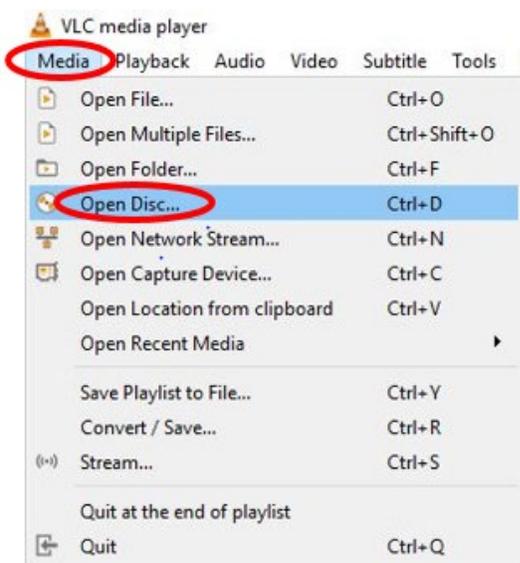
The VLC icon doesn't appear on the desktop

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 listed will be the desktop app. Click on the **VLC media player** desktop app to start the application.



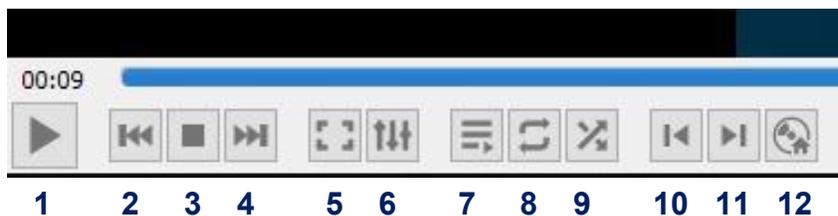
VLC doesn't automatically play the DVD

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, Shortcuts, and Adjustments

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



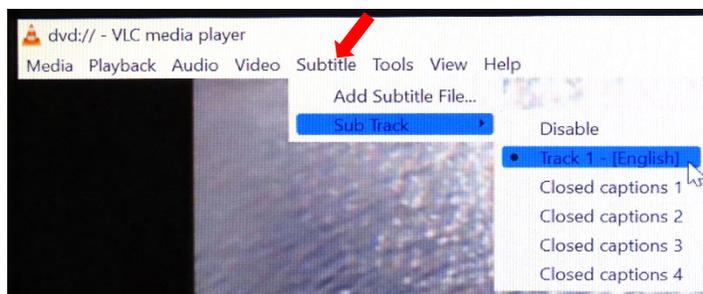
1. When pressed, the **Play**  button will display two vertical lines  that allow you to **Pause** the video until the Play button is pressed again.
2. The **Rewind**  button reverses the video. You can also adjust the playing position by moving the blue slider bar above the controls backwards or forwards 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 exit full screen mode, click on 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 in which the 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).

If the DVD has subtitles, you can turn them on by clicking on **Subtitle**, then **Sub Track**, and selecting the **English** track (Track 1 in this example).

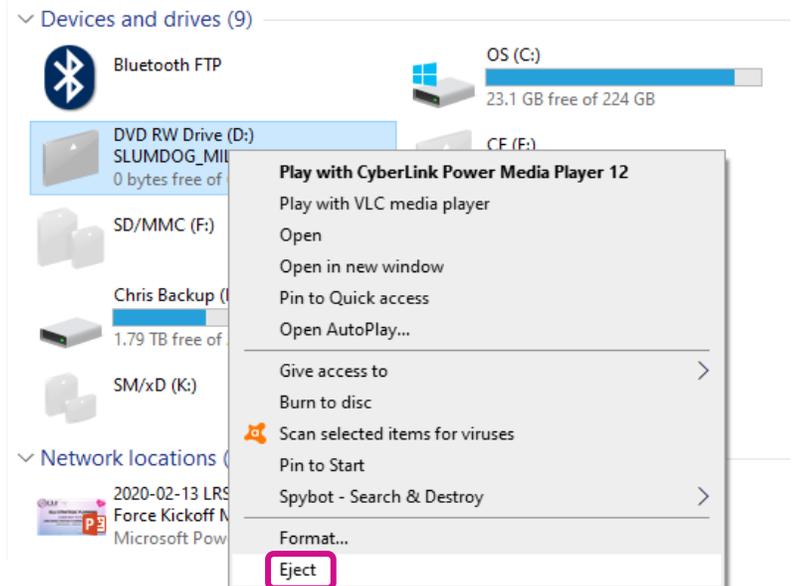


VLC Media player shortcuts allow you to perform actions without moving your mouse or clicking on the menu buttons. Just press the shortcut keys to instantly launch an action. Some of the more useful shortcuts are:

- **f** turns 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

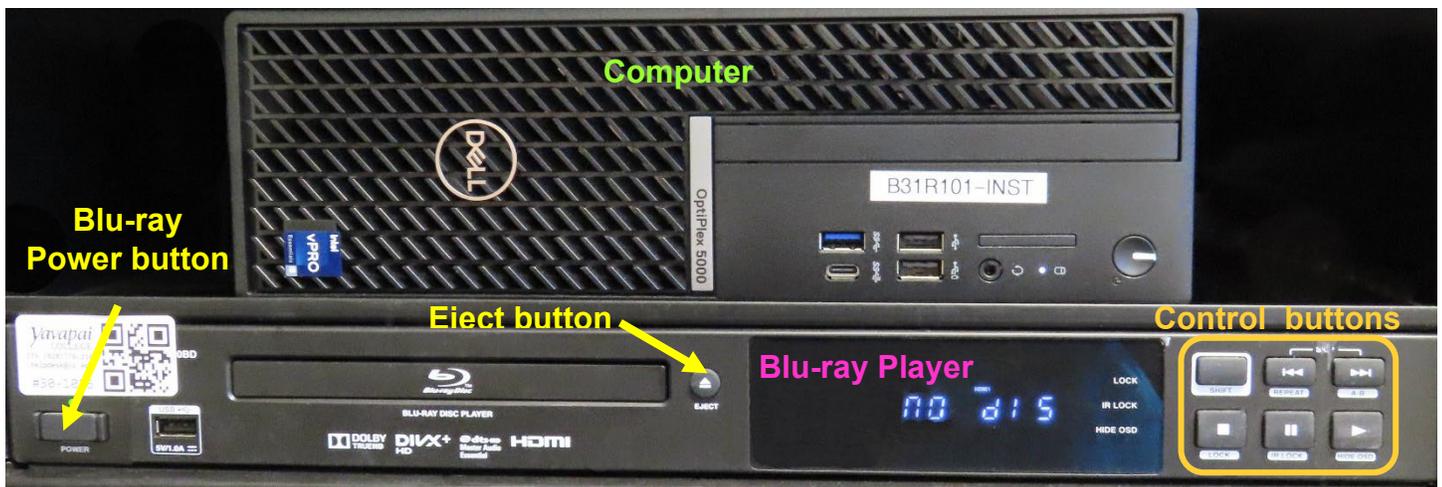
When finished playing the video, press the **Stop** button, close the VLC application, and don't forget to retrieve your disc. If the DVD tray will not open, perform the following steps:

- Click on the desktop **This PC** icon.
- Under **Devices and drives**, find the DVD player (look for the name of your DVD listed). Right click on the **DVD Drive** to reveal a drop-down menu.
- Select the **Eject** option.



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 disc, set the control pad source display to **Blu-Ray Player**. If the Blu-ray player power indicator light does not turn green automatically, press the **Power** button on the Blu-ray player.

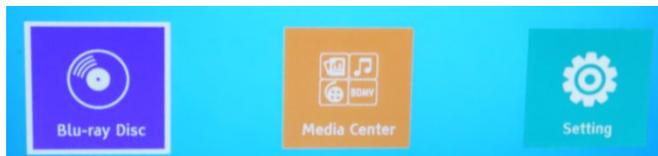


To load your disc, press the Blu-ray player **Eject** button. When the tray opens, place your disc in the slot and press the **Eject** button again to close the tray.

Blu-ray operations are controlled by using either the control buttons on the front of the Blu-ray player or the Denon Blu-ray remote control. Note that the Denon remote **MUST be aimed directly at the Blu-ray player** to function. A prohibition sign (⊘) is displayed in the upper left-hand corner of the screen whenever a selected option is not supported.

Blu-ray Control Buttons:

- a. The red **Power** button turns the player on and off.
- b. **Directional Control** buttons move your cursor up, down, right, and left, with an **OK** button in the center to enter your selected option.
- c. **Disc Menu** displays the list of disc tracks (e.g. chapters). Use the directional control arrow keys to navigate to the desired track then press the **OK** button.
- d. **Disk Play** options on both the Denon remote and Blu-ray player right-hand side include:
 - a. **Reverse** ⏮ and **Fast Reverse** ⏪ skip to previous tracks slowly or quickly
 - b. **Stop** ⏹ stops playing the disc
 - c. **Play** ▶ starts playing the disc
 - d. **Pause** ⏸ temporarily stops playing the disc
 - e. **Forward** ⏩ and **Fast Forward** ⏭ skip to subsequent tracks
- e. The **Home** button takes you to the menu where you can start playing the disc contents (**Blue-ray Disc**), go to the **Media Center**, or modify **Settings**.



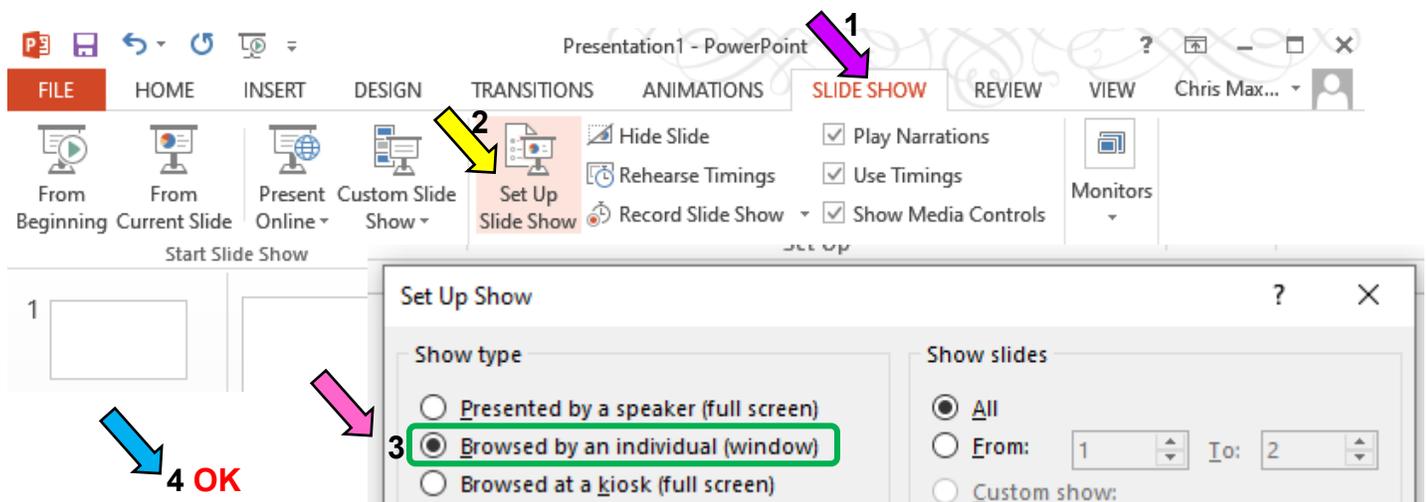
- a. **Return** exits whatever menu you are in and returns you to the Home screen
- Do *not* adjust the video **Volume** using the Denon remote. Use the control pad **Room Volume** slider instead.
- Closed captioning can be turned on with the **Subtitle** button if the disc supports the feature. Closed captioning may also be located in the **Languages** menu often found under **Settings**.



When finished playing your disc, press the **Stop** button and then the blue **Eject** button to retrieve your disc. Press the **Eject** button again to 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.

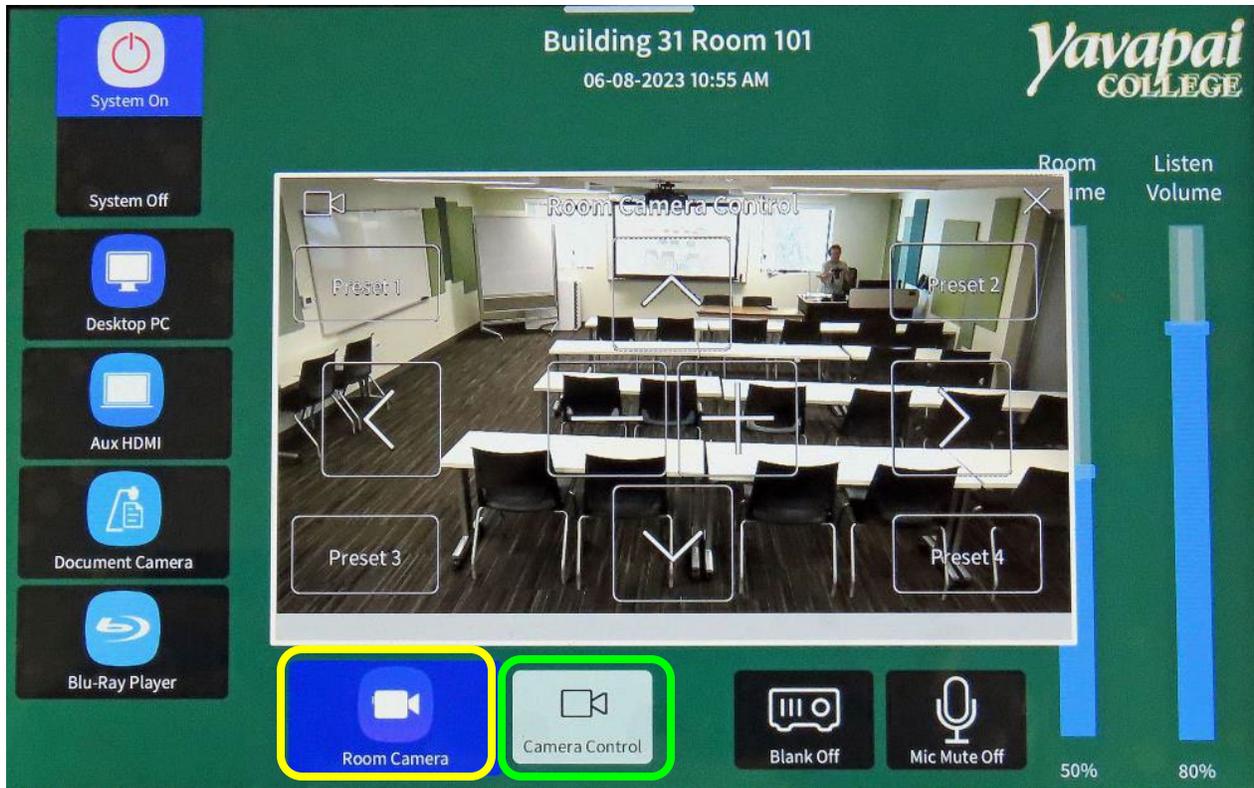
CONDUCT A REMOTE MEETING USING ZOOM

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 $\frac{1}{4}$ 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 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 your 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** icon. When you open the desktop Zoom app a new window asking for your CAS login will pop-up. Delete the CAS login window by clicking on the **X** in the upper right-hand corner to reveal the Zoom sign in screen hidden underneath.
 - c. Open a browser (Chrome, Firebox 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 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. Tap the **Room Camera** icon to activate the camera mounted in the rear of the room.



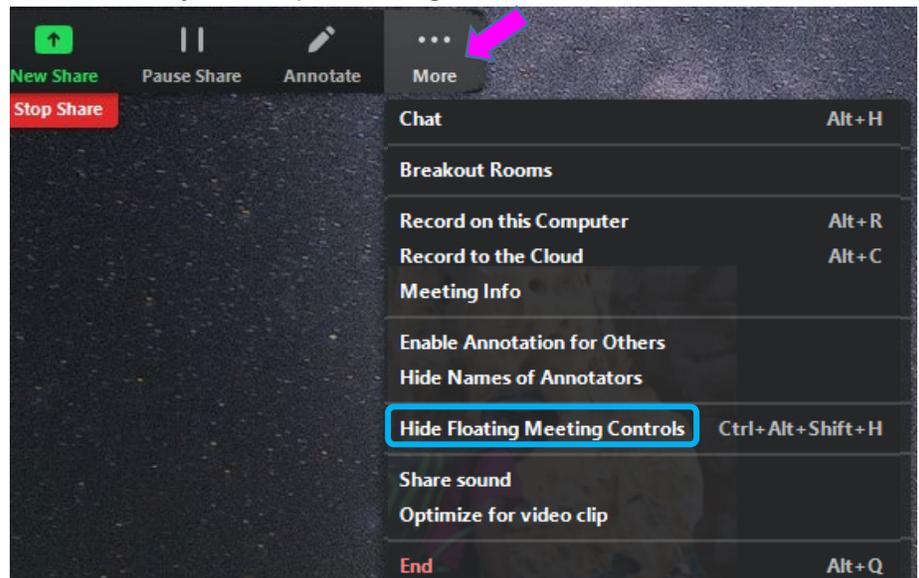
6. Tap the **Camera Control** icon to adjust the camera angle.
- Use **Zoom In (+)** and **Zoom Out (-)** on the control pad to adjust the camera angle to focus on either the speaker(s) or classroom.
 - Tap on the directional arrows to adjust the camera angle. Note that there is significant lag time – so tap once and patiently wait for the camera to move. Then readjust if necessary.
 - The Document Camera can also be used as a camera during the Zoom session.
7. Adjust the room lighting if necessary.
8. Make sure the microphone sufficiently projects the speakers' audio.
9. Make yourself host and assign your co-hosts
- Open **Participants** in the meeting controls and click on the **Claim Host** button at the bottom of the screen.
 - Hover over a user's video, clicking on the **More** 3 dots (...) icon, then select **Make Co-Host** or
 - Open **Participants**, hover over the participant's name, and choose **More**, then **Make Co-Host**
10. The meeting host's Zoom video must *always* be on – or the Zoom participants will not be able to view the camera output.
11. When your class is ready to begin, mute all Zoom participants.
12. Before beginning your presentation, remind those attending remotely via Zoom to:
- Keep themselves muted to avoid distractions.
 - Control the audio on their own device to increase or decrease the volume.
 - Use the **Chat** feature to submit questions & comments.
13. A co-host should monitor **Chat** to relay all questions and comments to the presenter at an appropriate time.

14. 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.



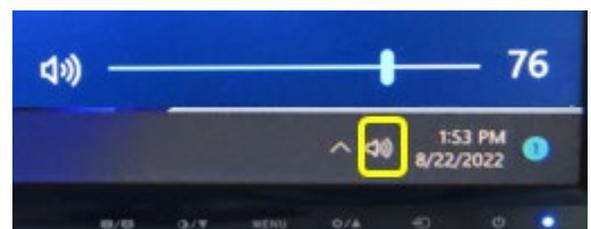
15. If additional media is to be shared, use the Zoom **New Share** option and select different material on the computer.
16. When finished sharing screens, select the **Stop Share** option to project the meeting participants' video squares in full screen mode on the room monitor and projection screen.
17. When the session is finished, click on the **End Meeting for All** button. You can then examine the meeting chat history and 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 activated 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!

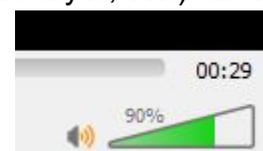
Computer Volume Level

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 clicking and dragging the green sliding wedge forwards to increase and backwards to decrease the volume.



Control Pad Volume

With your finger, move the blue bar on the **Room Volume** control slider up to increase and down to decrease the microphone and computer volume. The **Listen Volume** controls the sound level for hearing assistive devices.

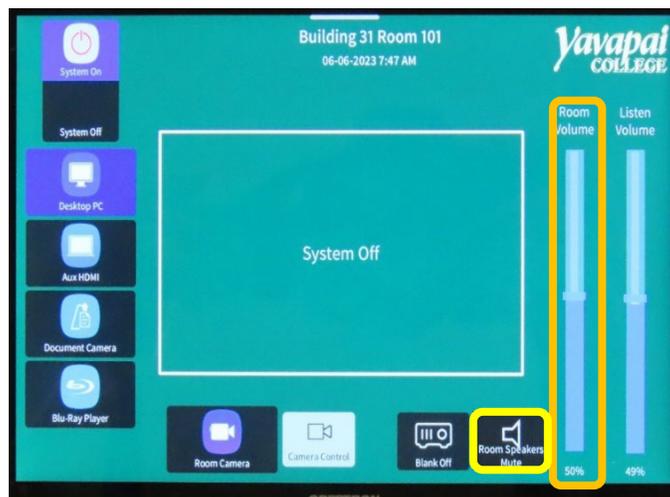
Troubleshooting Sound Issues

If no sound is coming from the system:

- Verify that the proper source is selected on the control pad.
- Move the **Room Volume** slider up to increase the volume.
- Check that **Mute On** has not been selected
- Try playing a video in YouTube using an internet browser (Chrome, Firefox, or Edge) to verify that sound works from the internet – but not your source.
- Check that the application you are using (VLC, YouTube, etc.) isn't muted.

MICROPHONES

One handheld and one lavalier microphone reside in a charging base on the facilitator's desk. These microphones project audio throughout the classroom and connect to the ear receivers available in the OLLI office as well as t-coil equipped hearing aids (classroom participants must sync their hearing aids to the microphones). Tap the **Room Speakers Mute** icon to project the microphone audio through the sound system. Use the **Room Volume** slider to adjust the volume.



Handheld Microphone

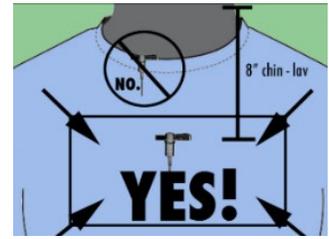
To turn on the handheld microphone, unscrew the bottom base to reveal the control buttons. The **Power** button is a tiny switch that moves left to right located just above the Power label. When powered on, the battery charge level is displayed. To be effective, hold the microphone no more than 4 inches away from your mouth while speaking. If your head turns, make sure the microphone stays close to your mouth.

Lavalier Microphone

Turn on the lavalier microphone by depressing both buttons along the outside case while lifting the lower flap up to reveal the control buttons. When the Power button is



pressed, the battery charge level is displayed. One end of the lavalier cord is attached to the base and the other end has an alligator clip that holds the small microphone. 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 microphones, turn them off and reseal them in their charging base aligning the metal charging strips. A red light on the charging base indicates the microphones are charging. When fully charged, the light will turn green.

DOCUMENT CAMERA

The document camera allows you to project objects or documents sitting underneath the camera onto the room screen and monitors.



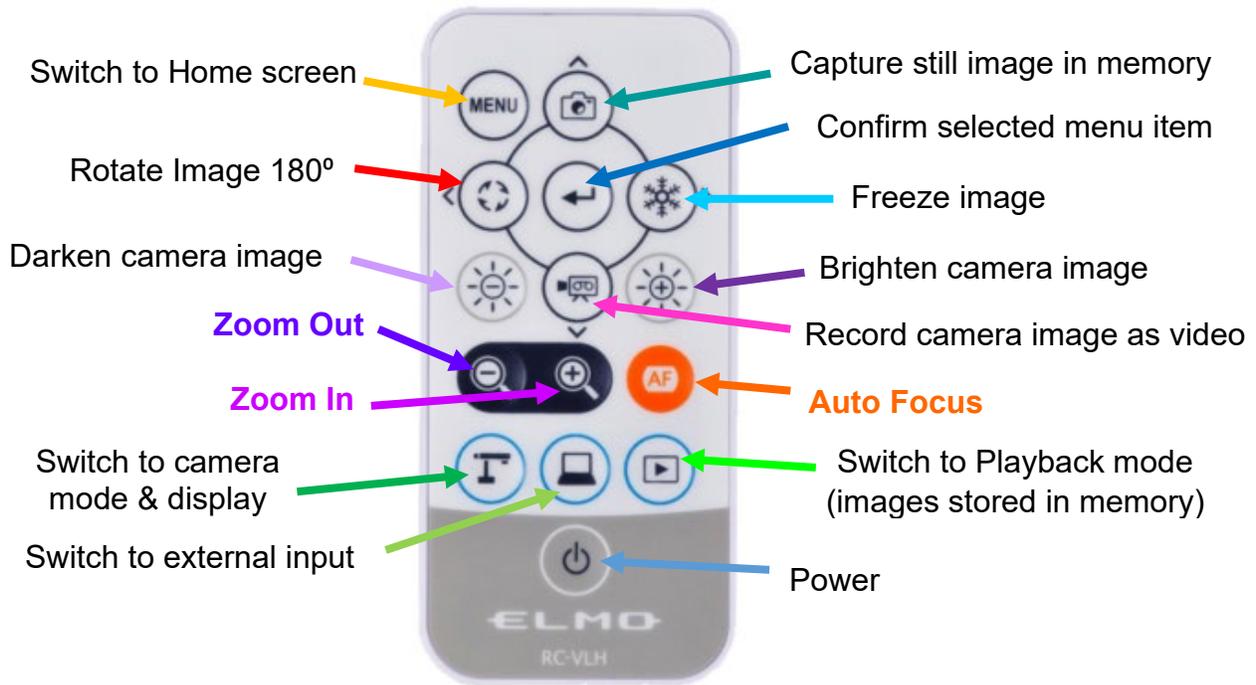
1. Change the control pad source display from the **Desktop PC** to the **Document Camera**.
2. Turn the Document Camera on by pressing and holding the **Power** button on the base until a blue light surrounds the button. Note that you will NOT see a bright light projected under the document camera when it is turned on. There is a light switch under the arm that highlights your subject. (It can also be used to provide additional light on the facilitator's workstation.)
3. Place the object/document to be displayed on the facilitator's workstation in front of the document camera.
4. Rotate the document camera arm until the camera is over the object to be displayed. Center your object/document under the camera.
5. Use the ELMO remote control or controls on the Elmo base and arm to automatically focus, zoom in, zoom out, increase and decrease the display brightness.
6. Press **Zoom in (+)** or rotate and hold the arm **Zoom Dial** to magnify the image projection size and display greater details.
7. Press **Zoom out (-)** or rotate and hold the arm **Zoom Dial** to decrease the image projection size and display more of the object.
8. If the object is not clearly focused, press the **AF** (Auto Focus) button on the arm or remote.



9. Just like with the Desktop PC, the **Blank Off** 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.
10. When finished displaying the object/document, turn the Document Camera off (press and hold the **Power** button until the blue light turns off), place the remote in its charging base, and reset the source on the control pad source back to the **Desktop PC**.

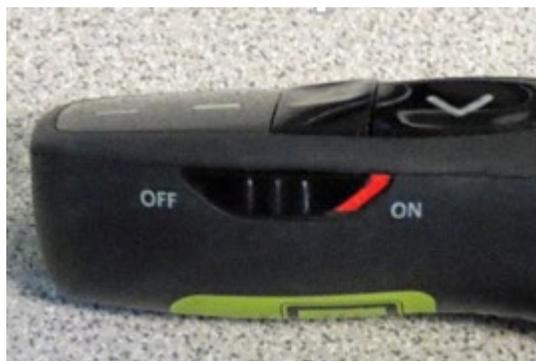
Elmo Document Camera Remote Control Functions

(Same as base controls plus Zoom and Auto Focus)



PRESENTATION REMOTE

The Logitech Presentation Remote allows you to move throughout the classroom while controlling slideshow presentations (PowerPoint, Photos, etc.). The wireless receiver stored in the built-in docking bay must be plugged into one of the computer's USB ports. Slide the power button to turn the remote on (green stripe is displayed) or off (red stripe is displayed).



ATTACH A SEPARATE DEVICE

You can connect your own laptop or other device to the system to use the room's audio system and projection capabilities. Connect your device with the HDMI connector in the cable cubby. 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 appropriately.



PREPARE FOR THE NEXT USER

Logoff the Computer

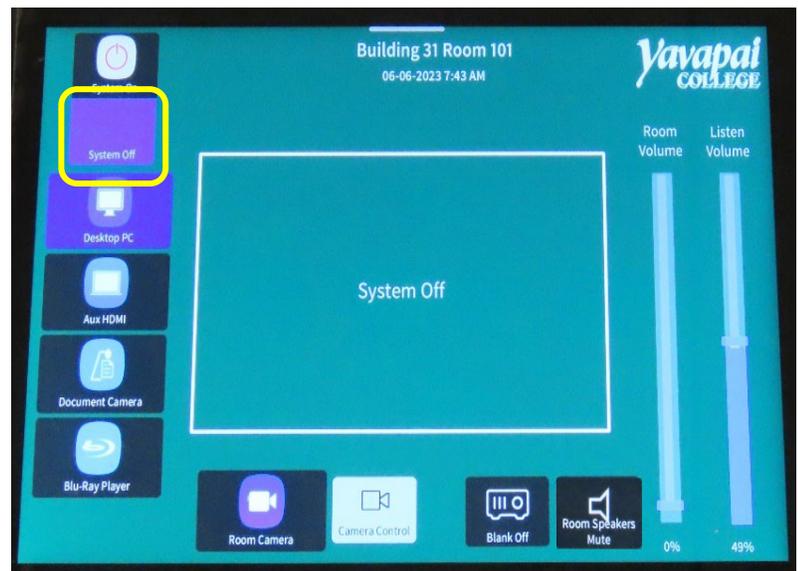
Do **NOT** shut down the computer or turn the computer power button off! Press the keyboard **Ctrl**, **Alt**, and **Delete** keys simultaneously (just like logging in) and then select the **Sign out** option.

Turn the System Off

Press the control pad **System Off** button to shut the system down. This takes some time – so be patient. Don't forget to turn off and 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, 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.



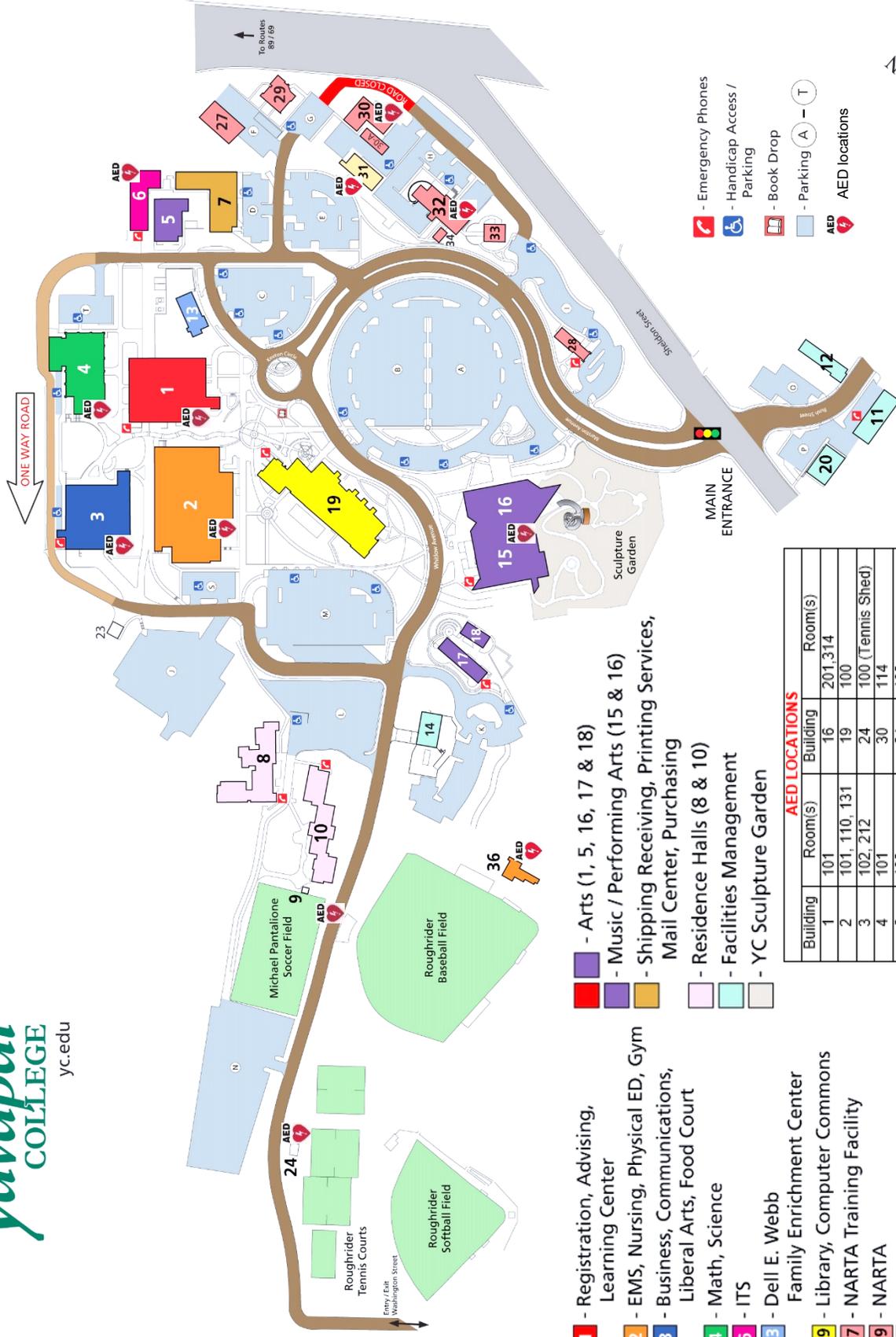
STEPS TO FOLLOW IF SOMETHING ISN'T WORKING CORRECTLY

1. If the projector is not working, 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 (928-776-2168).

Yavapai College Prescott Campus Map



Prescott Campus



- 1** - Registration, Advising, Learning Center
- 2** - EMS, Nursing, Physical ED, Gym
- 3** - Business, Communications, Liberal Arts, Food Court
- 4** - Math, Science
- 6** - ITS
- 13** - Dell E. Webb Family Enrichment Center
- 19** - Library, Computer Commons
- 27** - NARTA Training Facility
- 29** - NARTA
- 28** - College Police
- 31** - OLLI
- Arts (1, 5, 16, 17 & 18)**
- Music / Performing Arts (15 & 16)**
- Shipping Receiving, Printing Services, Mail Center, Purchasing**
- Residence Halls (8 & 10)**
- Facilities Management**
- YC Sculpture Garden**

AED LOCATIONS

Building	Room(s)	Building	Room(s)
1	101	16	201, 314
2	101, 110, 131	19	100
3	102, 212	24	100 (Tennis Shed)
4	101	30	114
6	103	31	103
9	Soccer Shed	32	227
13	102	36	101 (Umpire Office)
15	100		

- Emergency Phones
- Handicap Access / Parking
- Book Drop
- Parking (A) - T
- AED locations

