

# Instructions for Using 4-102 Classroom Technology



*Please leave this document in the classroom!*

## Important Contact Information

- For All Emergencies: 911 (Use classroom phone!)  
AED & First Aid is located near 4-101
- 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 January 14, 2023

# Room 4-102 Classroom Technology

Updated January 14, 2023

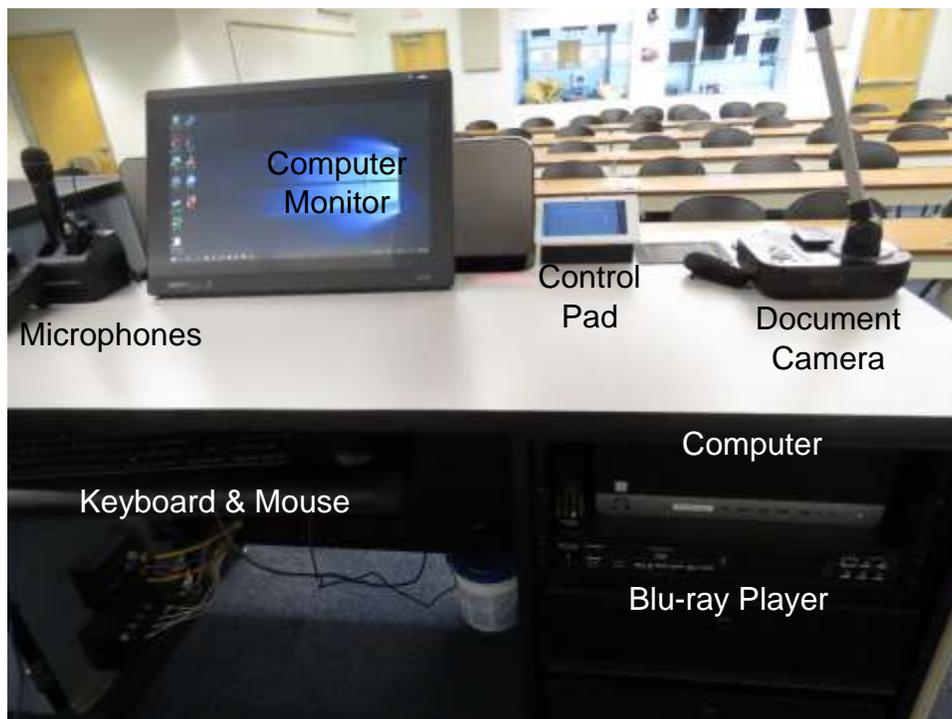
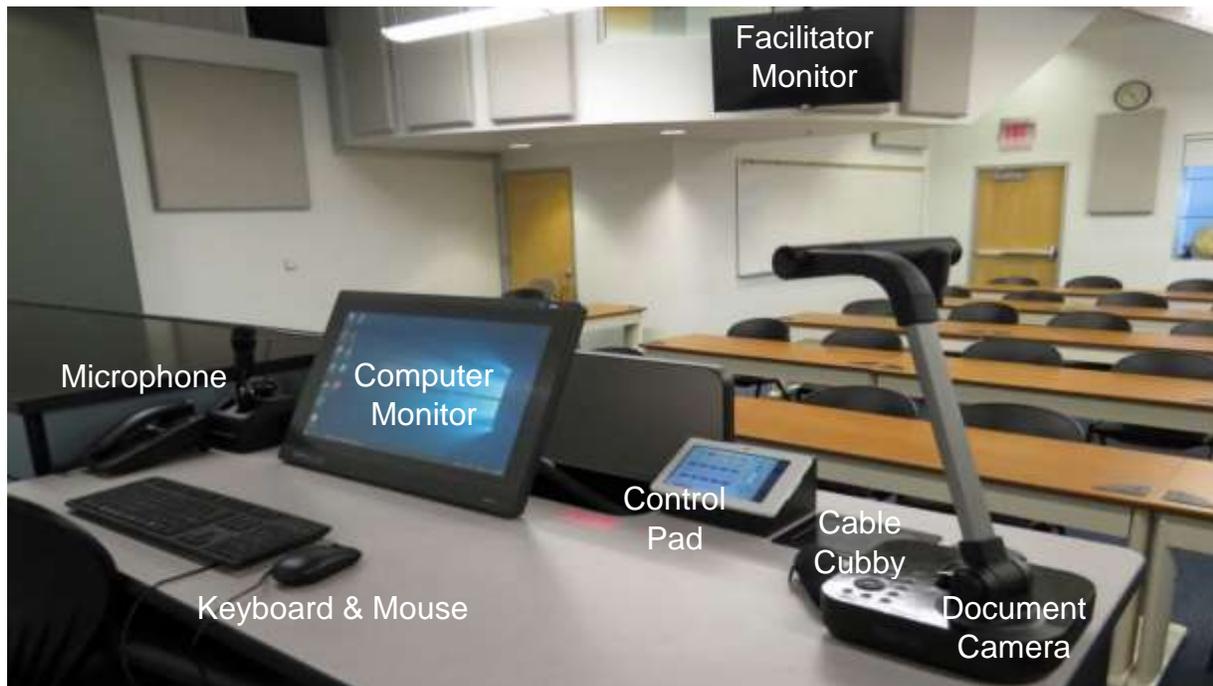
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Room equipment and software applications are replaced and/or updated as needed, so the room configuration may not match exactly - but the functionality described in this document should be identical. The latest version of this document can be found on the OLLI website.

## TURN CLASSROOM LIGHTS ON/OFF

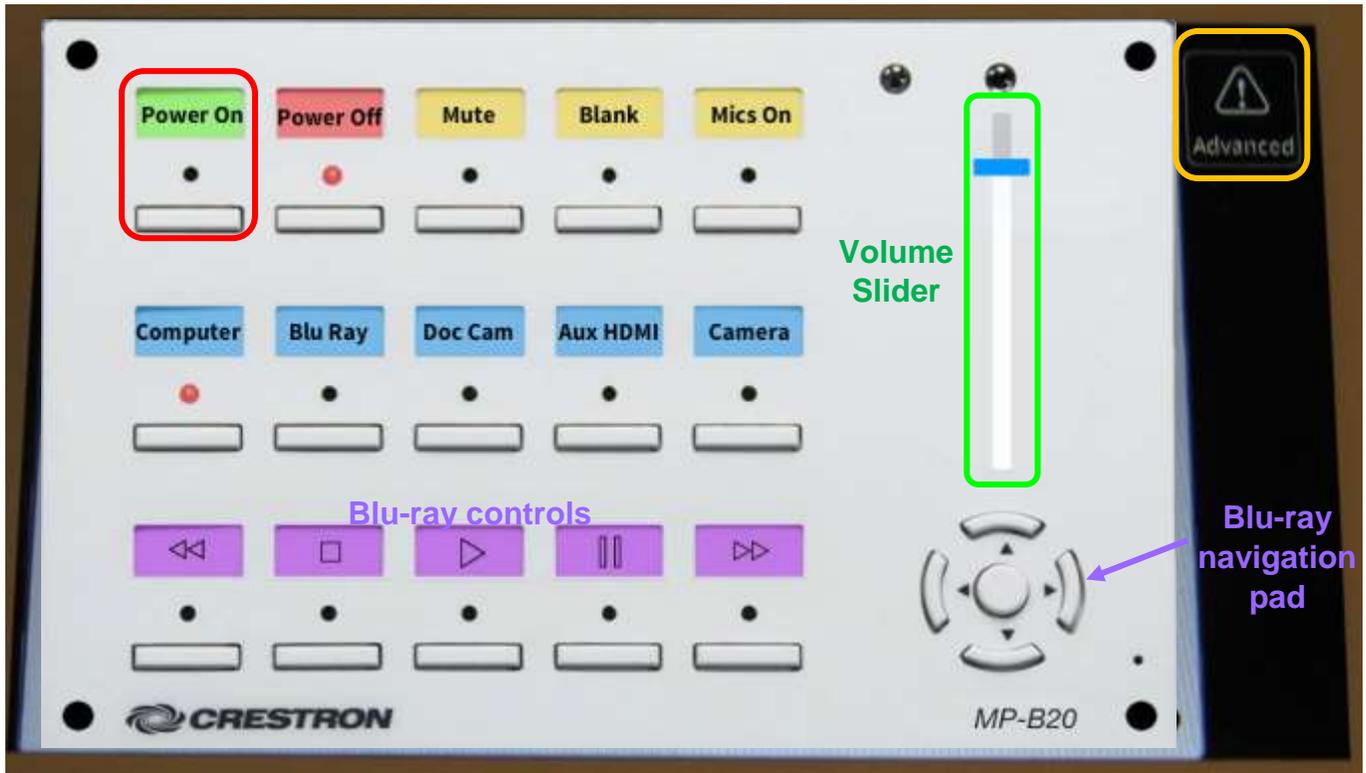
The room lights are controlled by the set of switches mounted on the wall by the right rear door and another set of light switches on the front wall to the left of the projection screen.



## EQUIPMENT LOCATION

## TURN ON AND CONTROL THE PROJECTION SYSTEM

The touchscreen control pad controls the projection system, sound system, and other attached equipment. If only the current time is displayed, swipe anywhere along the screen to reveal the **Basic** control panel. The **Power On** button must be tapped for the projection and sound systems to be activated. The source display is automatically set to the **Computer**, which is projected onto the room monitors and screen. Red lights above each simulated button indicate which options are active. Additional display, sound, and camera controls are available under the **Advanced** icon in the upper right-hand corner.



### Basic Control Pad Options

Most functionality can be controlled using the Basic control pad options.

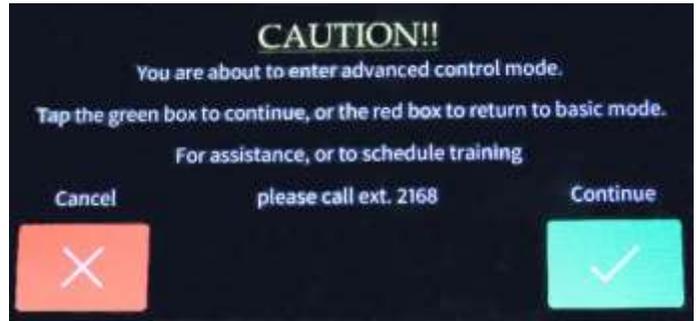
- **Power On** turns the sound system on and projects the **Computer** display on both the projector and monitors.
- **Power Off** turns the sound and projection system off.
- **Mute** turns the sound system off and back on.
- **Blank** stops and restarts projecting the image to the projection screen. When set, a black screen is displayed on the projection screen, but the computer monitor is not affected.
- **Mics On** projects the microphone audio through the sound system. Note that **Power On** does not need to be on for the microphones to work!
- **Computer** is automatically set as the source display when **Power On** is pressed.
- **Blu Ray** sets the source display to the Blu-Ray player.
- **Doc Cam** projects the document camera image to the screen.
- **Aux HDMI** connects an external device to the system via the HDMI connector found in the cable cubby.

- **Camera** controls the room camera system. (See [Advanced Camera Options](#).)
- The bottom row of buttons (**reverse**, **stop**, **play**, **pause**, and **fast forward**) plus the 5-way directional **Navigation Pad** only control Blu-Ray player operations. The directional buttons move the cursor **up**, **down**, **right**, or **left** and the center button mimics the Blu-ray remote OK button and **enters** your selection.
- The **Volume** slider on the right-hand side adjusts the room speaker volume. Use your finger to move the blue bar up to increase the volume and down to decrease the volume.

### Advanced Control Pad Options



Tap on the **Advanced** icon in the control pad upper right-hand corner to reveal additional controls. When prompted, tap the green **Continue** box to reveal the options or return to **Basic** mode by tapping the red **Cancel** box.



### Advanced Display Options

Advanced display settings allow you to blank/unblank the projector plus control the Blu-ray player, document camera, HDMI connected auxiliary devices, and the room camera.

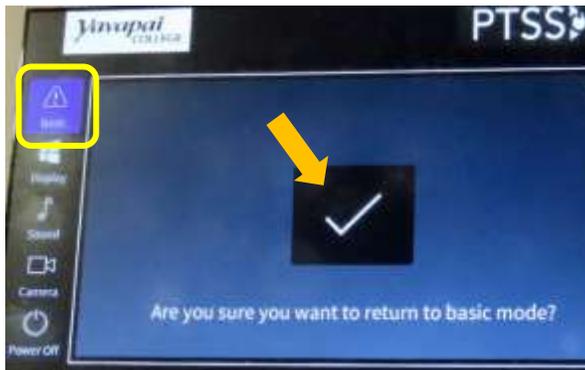
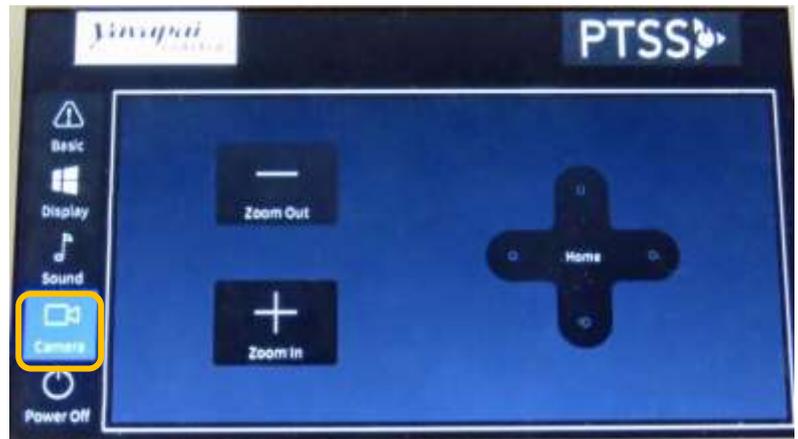


### Advanced Sound Options

Besides adjusting the speaker volume, you can turn the microphones on/off and adjust their volume by moving the slider up or down.

### Advanced Camera Options

Use **Advanced Camera** settings to zoom the camera mounted in the rear of the room in or out and adjust its angle.

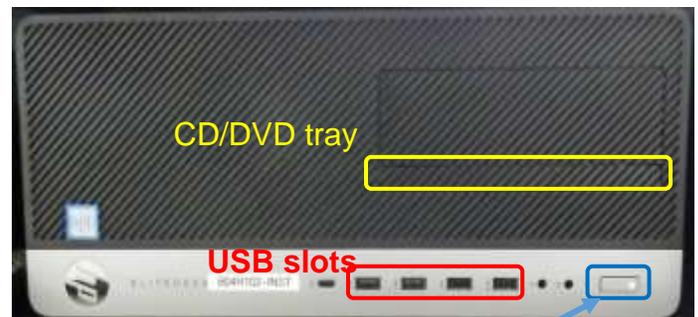
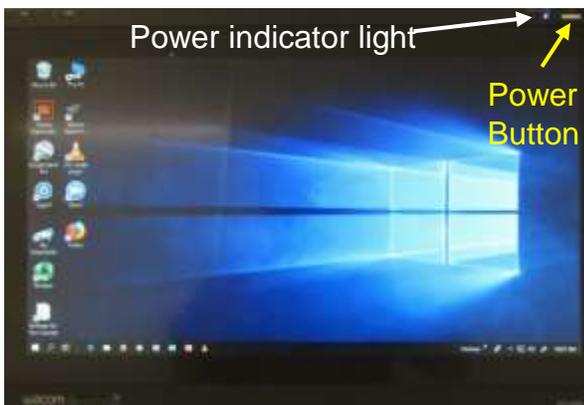


### Return to Basic Mode

Tap on the **Basic** icon to return to Basic mode. When prompted to verify that you want to return to basic mode, tap on the check (✓) mark.

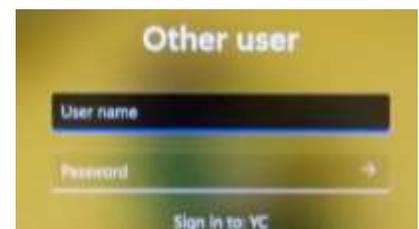
## LOGIN TO THE COMPUTER

1. The Windows 11 PC is mounted inside the facilitator workstation. Verify that the computer is turned on by looking for a small light inside the lower right-hand corner power button. If the indicator light is off, press the power button to turn the computer on.

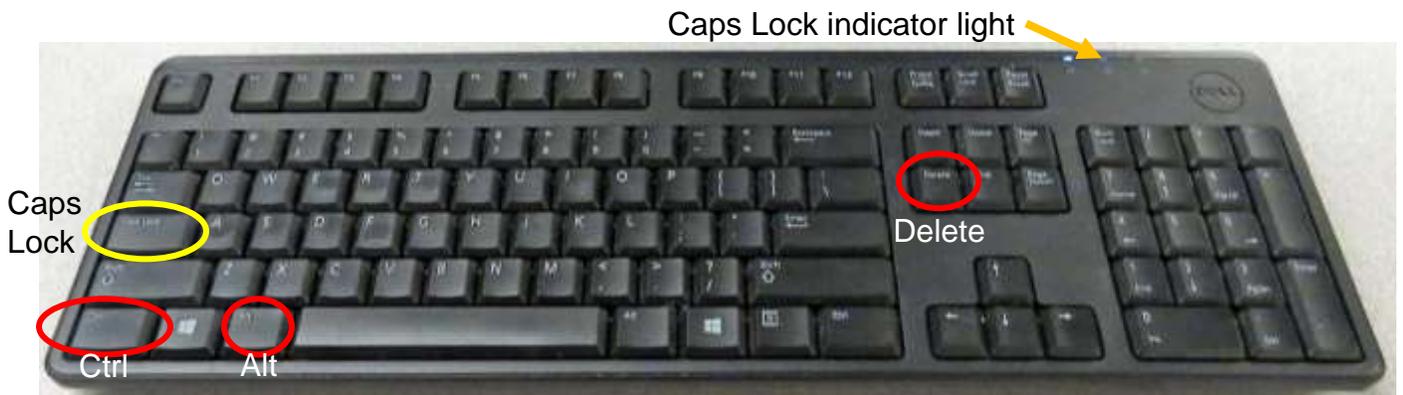


2. Verify that the monitor is turned on by looking for a blue light in the upper right-hand corner of the monitor. If not lit, press the gold power button.

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



3. 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.



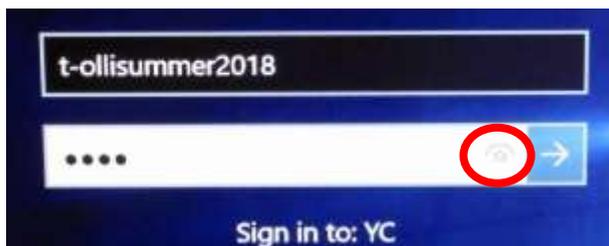
- When prompted, accurately enter the provided user name and password then press the keyboard **Enter** key. Note that the user name is *not* case sensitive, but the password *is* – so capitalize letters if required. Be patient, as it may take some time for the system to initialize!
- When the pop-up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

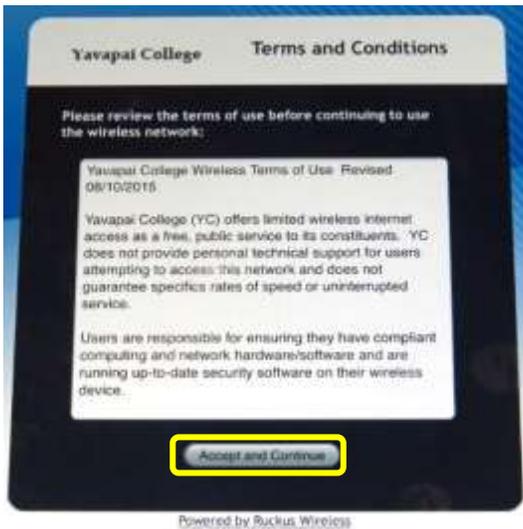


### Unsuccessful Login

- Verify that you typed the correct username.
- Make sure **Caps Lock** is turned off. When turned on, the middle 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.

- Display the password to confirm you typed it correctly. When you type 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.





## 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

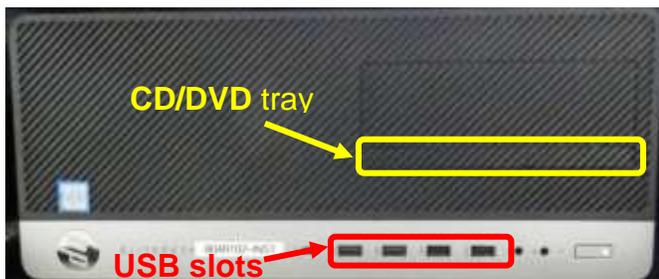
### Play Video on Internet (YouTube, TED, etc.)

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 on USB/Flash Drive

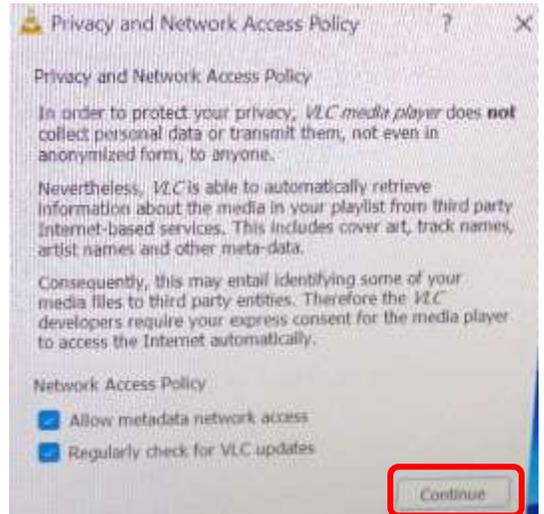
Insert your drive containing the video into one of the four USB slots in the front of the computer. If your device does not automatically open, click on **This PC** to access it. Under **Devices and drives**, click on your drive (*USB Drive E* in the example below) to open it and access your files.



### Play Video on DVD

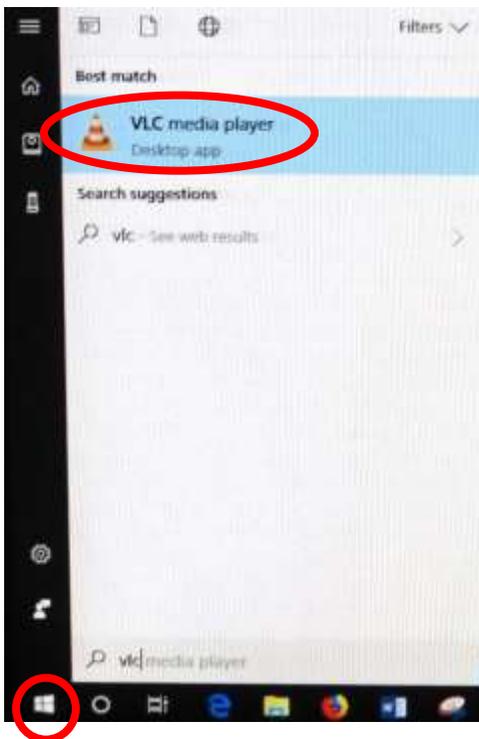
Open the computer DVD tray by pressing the colored spot on the camouflaged CD/DVD tray. Insert your disc making sure it is seated correctly by snapping it into the spindle. Then gently push the tray back into the computer. The DVD should automatically begin playing. If it doesn't, try reseating the DVD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

When your 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



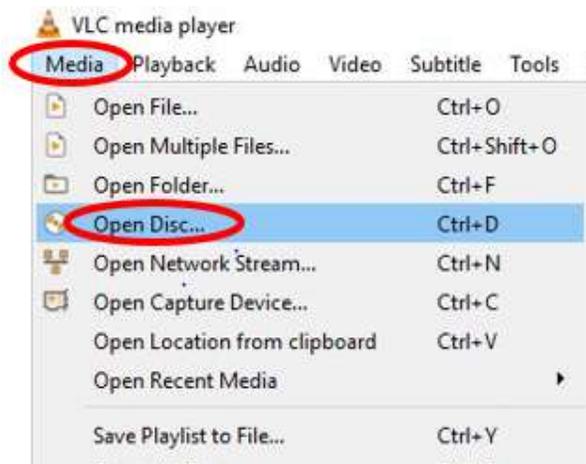
### The VLC icon doesn't appear on the desktop

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 **VLC Media player desktop app** to start the application.

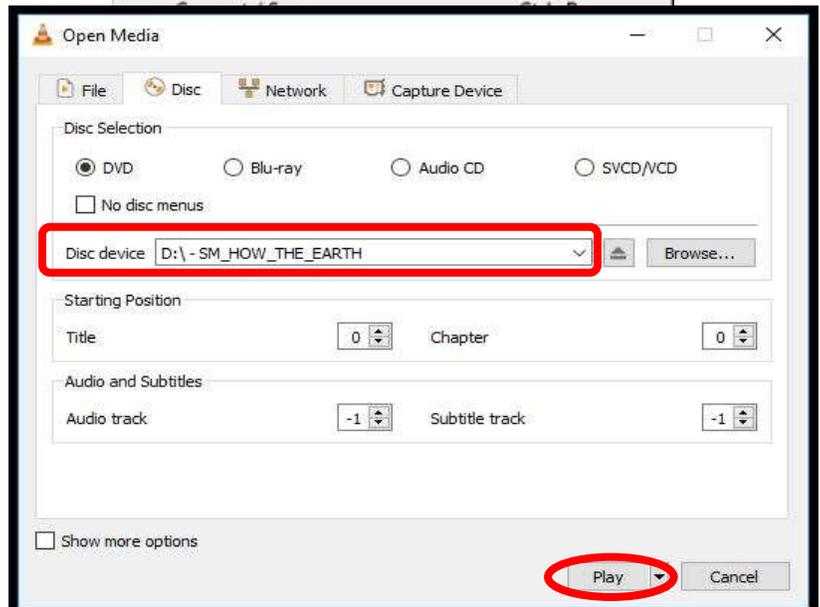


### VLC doesn't automatically play the DVD

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

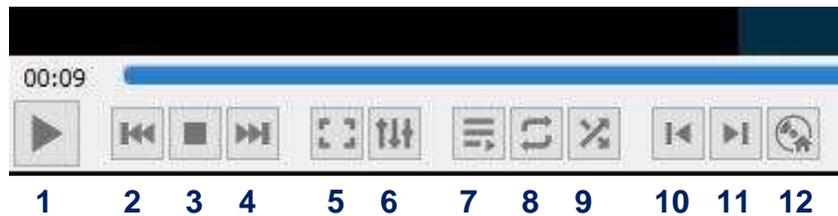


2. The title of your DVD should be displayed in the **Disc device** window. If VLC can't read the title (which happens with some Learning Company DVDs), it will display "Unknown DVD". Click on the **Play** button.

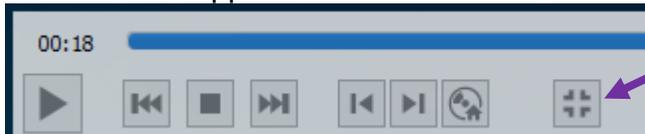


## VLC Control Buttons, Shortcuts, and Adjustments

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



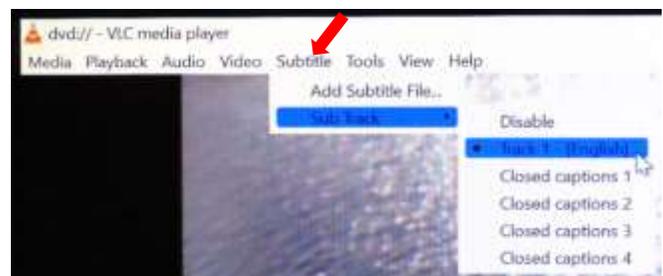
1. When pressed, the **Play**  button will display two vertical lines  that allow you to **Pause** the video until the Play button is pressed again.
2. The **Rewind**  button reverses the video. You can also adjust the playing position by moving the blue slider bar above the controls backwards or forwards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

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).



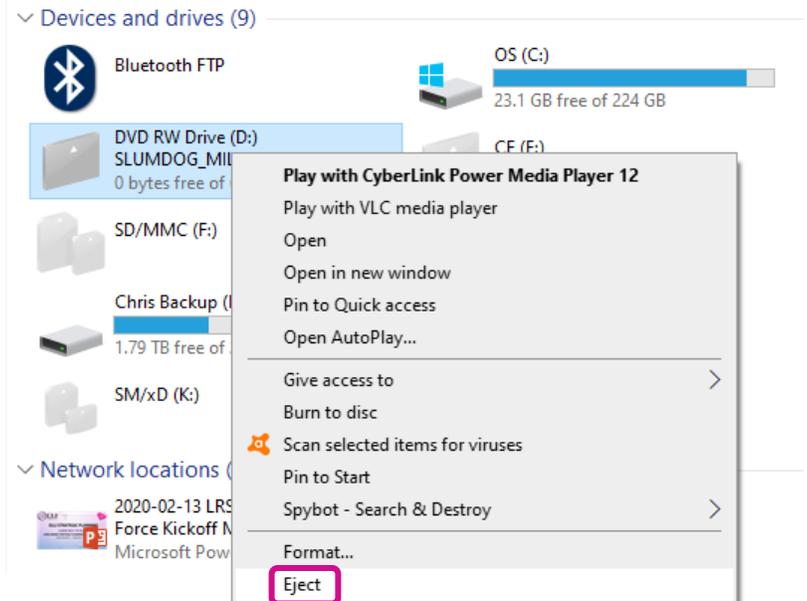
VLC Media player shortcuts allow you to perform actions without moving your mouse or clicking on the menu buttons. Just press the shortcut keys to instantly launch an action. Some of the more useful shortcuts are:

- **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

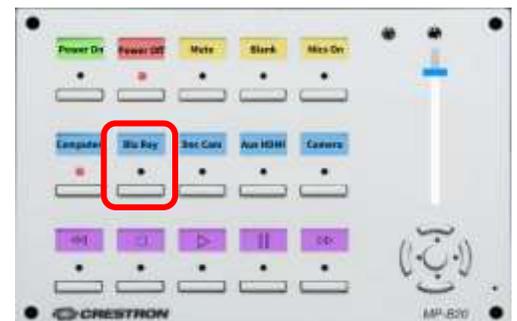
When finished playing the video, press the **Stop** button, close the VLC application, and don't forget to retrieve your disc. If the DVD tray will not open, perform the following steps:

- 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**.



If the Blu-ray player power indicator light does not turn green automatically, press the **Power** button on the Blu-ray player (located to the left of the keyboard tray under the computer).



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 Denon Blu-ray remote, the control buttons on the Blu-ray player, or the buttons displayed on the control pad when the source is changed to **Blu-Ray**.

When using the remote, aim it at the player. The directional navigation pad moves the cursor up, down, right, left and the **OK** button enters your selection. The **Return** button on the remote exits the settings menu.

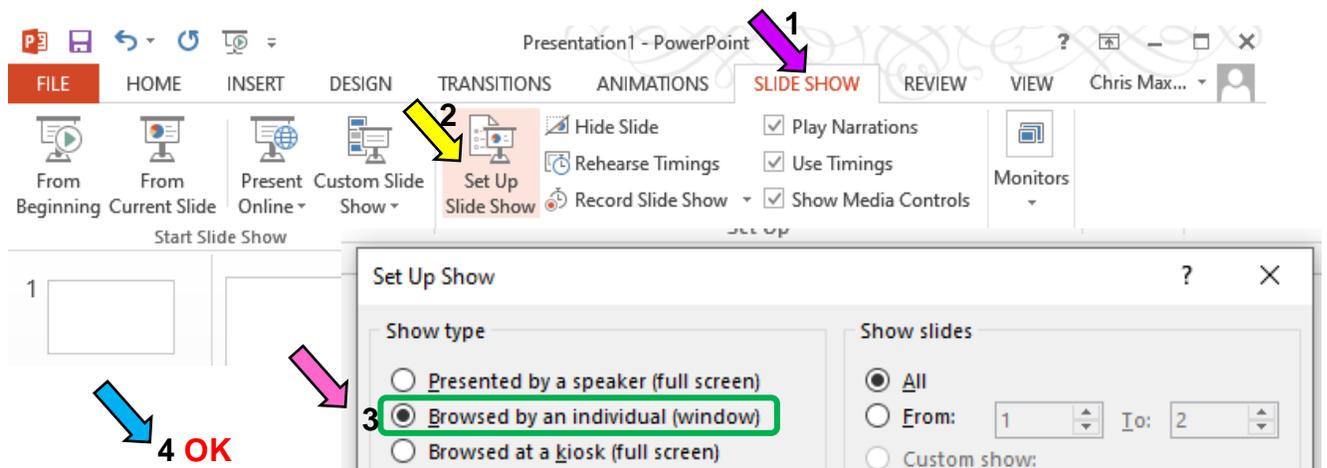
- **Reverse** ⏮ & **Fast Reverse** ⏪ skips to previous tracks slowly or quickly
- **Stop** ⏸ stops playing the disc
- **Play** ▶ starts playing the disc
- **Pause** ⏸ temporarily stops playing the disc
- **Forward** ⏩ & **Fast Forward** ⏭ skips to next tracks

When finished playing, tap the **Stop** button and then press the **Eject** button on the player to retrieve your disc. Gently close the disc tray, turn off the Blu-ray player, and change the source display back to the **Computer**. Then press the Blu-ray power button to turn it off.



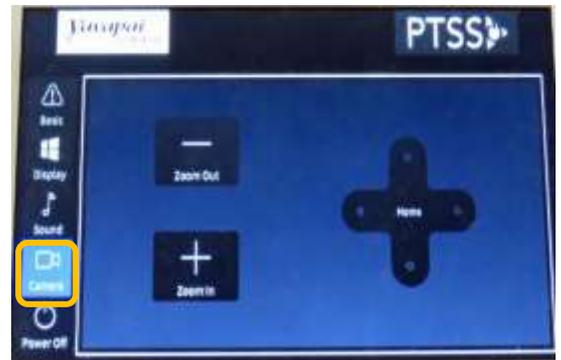
## CONDUCT A REMOTE MEETING USING ZOOM

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 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



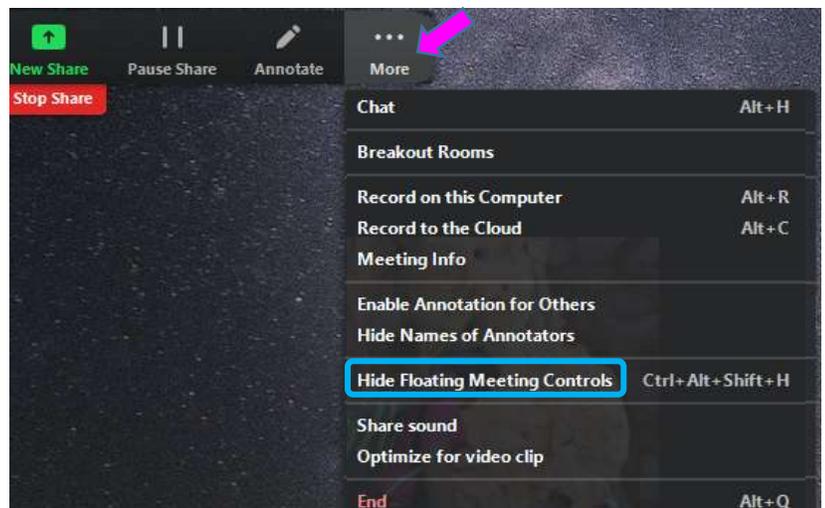
window will not cover the entire desktop (allowing you to access other content), Zoom participants will view it in full-screen mode.

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](https://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(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 turn on automatically when you begin your Zoom session. Use the **Advanced Control Pad** camera **Zoom In**, **Zoom Out**, and directional control pad buttons to adjust the camera focal length and angle. Note that the Document Camera can also be used as a camera during the Zoom session.
6. Adjust the room lighting if necessary.
7. Make sure the portable room microphones sufficiently project the speakers' audio.
8. Assign your co-hosts and begin admitting people from the waiting room if enabled.
9. When your class is ready to begin, mute all Zoom participants.
10. 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.



11. A co-host should monitor **Chat** to relay all questions and comments to the presenter at an appropriate time.
12. 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.

13. If additional media is to be shared, use the Zoom **New Share** option and select different material that is already opened on the computer.
14. When finished sharing screens, select the **Stop Share** option to project the meeting participants' video squares on the monitors and projection screen.
15. 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*

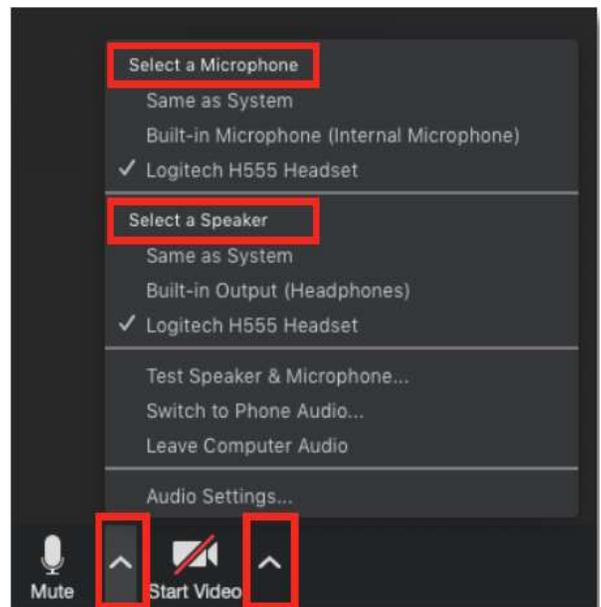
- If it seems that your audio or video are coming from the wrong microphone or camera, select the up arrow (⬆) symbol next to the microphone or camera to select a different device. If the device is not listed, check its connection.

### *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.

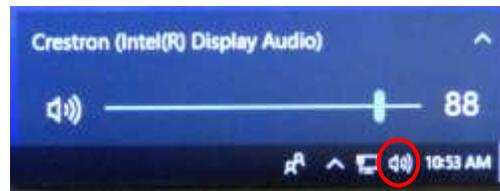
## ADJUST THE VOLUME

Since the sound system is routed through the control pad, the **Power On** button must be on for sound to be projected in the room, except for the microphones that are controlled by the **Mics On** button. 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

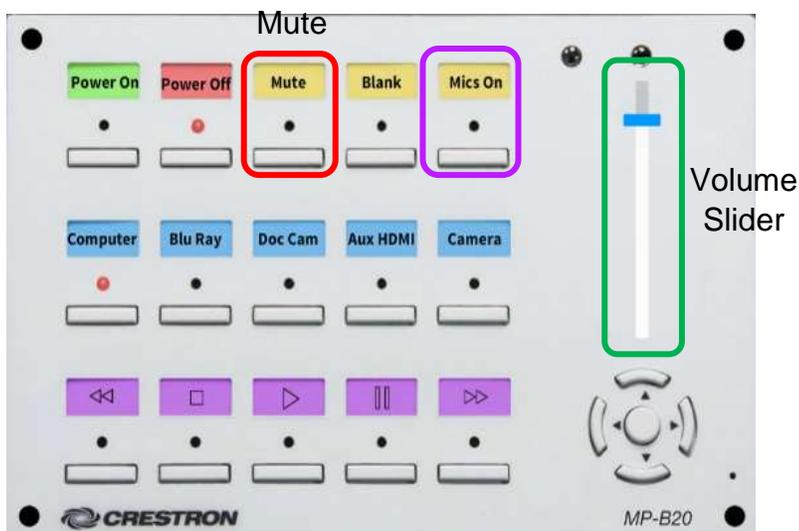
Applications that play videos (VLC Media Player, YouTube, Windows Media Player, etc.) have their own volume controls. Make sure that the application volume is high enough to be heard and not muted.



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

With your finger, move the blue bar on the volume control slider up to increase the volume and down to decrease the volume. The **Mute** button on the top row of the control pad stops and starts projecting audio through the sound system. When the red light underneath is lit, the sound is muted.



## MICROPHONES – LAVALIER (CLIP ON) and HANDHELD



A handheld microphone and a lavalier reside in the charging base on top of the facilitator desk. Press the **Mics On** button on the control pad to project the microphones through the sound system. Note that **Power On** does not need to be on for the microphones to work! A red light underneath the label indicates that the microphones will project audio throughout the room speakers once the microphones are turned on. Microphone placement is the key to good sound! See [Advanced Sound Options](#) for more microphone control options.

### Handheld Microphone

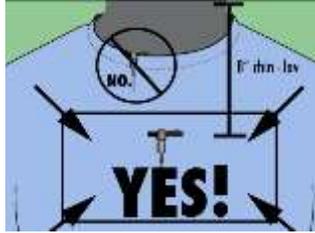
Remove the microphone from the charging base and turn it on/off using the switch at the bottom of the microphone. A red light will indicate the



microphone is turned on. To be effective, hold the microphone no more than 4 inches away from your mouth when speaking. If your head turns while speaking, make sure the microphone follows your mouth.

### Lavalier (Clip On) Microphone

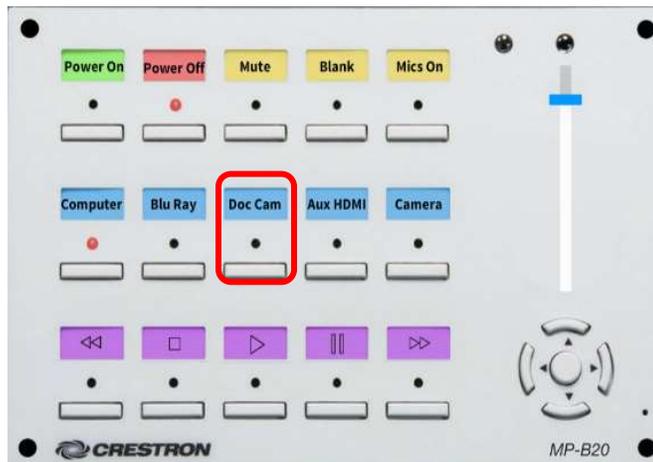
One end of the wire is attached to the lavalier base and the other end has an alligator clip holding the small microphone. The on/off switch is on the top of the base unit and a red light indicates the lavalier is turned on. The microphone should be attached on the sternum about 7" below the chin and 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. Then tap the **Mics On** button to turn off the sound projection (the red indicator light will turn off).

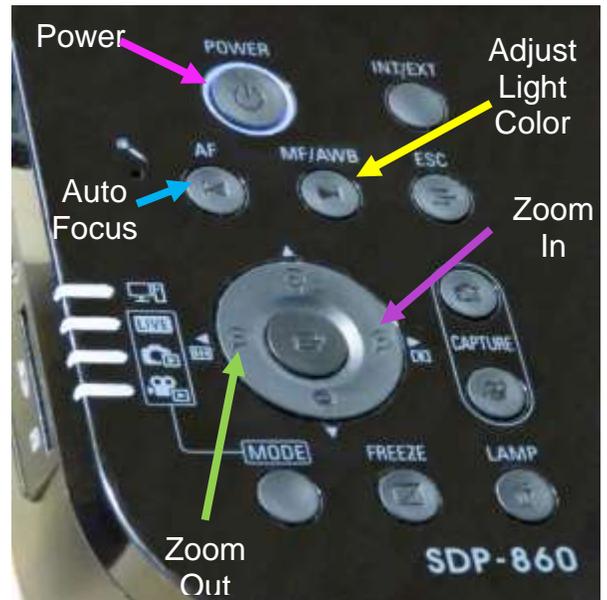
### USE THE DOCUMENT CAMERA

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



1. Tap the **Doc Cam** button on the control pad to change the source display from the **Computer** to the Document Camera.
2. Turn the Document Camera on by pressing and holding the **Power** button on its base. When turned on, a blue light will surround the **Power** button. Note that you will NOT see a bright light projected under the document camera when it is turned on.
3. Place the object/document to be displayed on the facilitator 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. **Zoom in** to increase the size and display more details by pressing the forward button.
6. **Zoom out** to decrease the size and display more of the object by pressing the reverse button.
7. If the object is not clearly focused, press the **AF** (Auto Focus) button.

8. If the color of your object/document is unnaturally tinted, press the **MF/AWB** (Manual Focus/Automatic White Balance) button twice to correct the coloring.
9. Just like with the **Computer**, the **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.
10. When finished displaying the object/document, turn the Document Camera off (press the **Power** button) and change the control pad source display back to **Computer** to resume projecting from the computer.



## 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 has special adaptors for Apple or Android devices. Once your device is connected, use the control pad to change your source display.

## PREPARE ROOM FOR THE NEXT USER

### Logoff the Computer

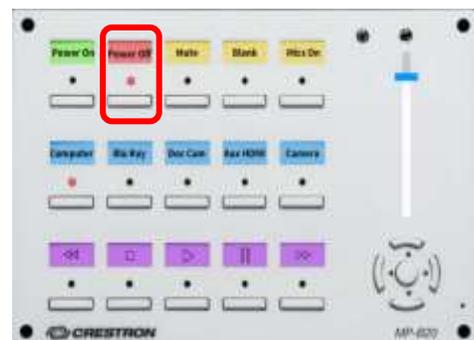
Do **NOT** shut down the computer or turn the computer power button off! Press the keyboard **Ctrl**, **Alt**, and **Delete** keys simultaneously (just like logging in) and then select the **Sign out** option.

### Turn the System Off

Press the **Power 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 and turn off any remotes used!

### Turn Classroom Lights Off

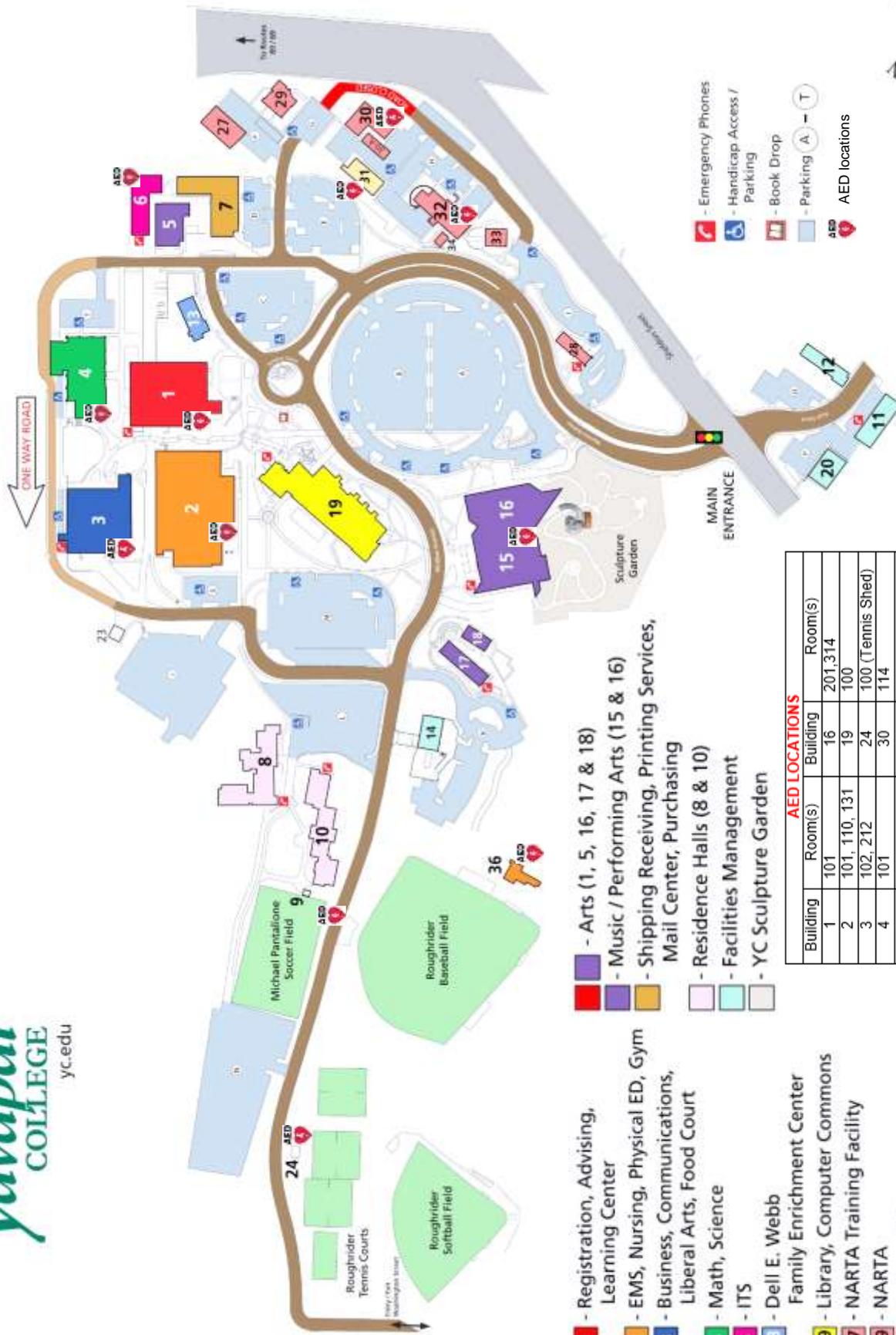
Make sure the classroom desks and chairs are returned to the same configuration you found them in, all wireless devices are turned off, and then turn off all the classroom lights.



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

1. If the projector is not projecting, turn the Power 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).

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
- 15** - Dell E. Webb Family Enrichment Center
- 19** - Library, Computer Commons
- 27** - NARTA Training Facility
- 29** - NARTA
- 28** - College Police
- 31** - OLLI
- 15, 16, 17, 18** - Arts
- 15, 16** - Music / Performing Arts
- 8, 10** - Shipping Receiving, Purchasing, Mail Center
- 8, 10** - Residence Halls
- 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

