

# Instructions for Using 19-223 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 19-100 (library)
- 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 19-223 Classroom Technology

Updated January 14, 2023

## Table of Contents

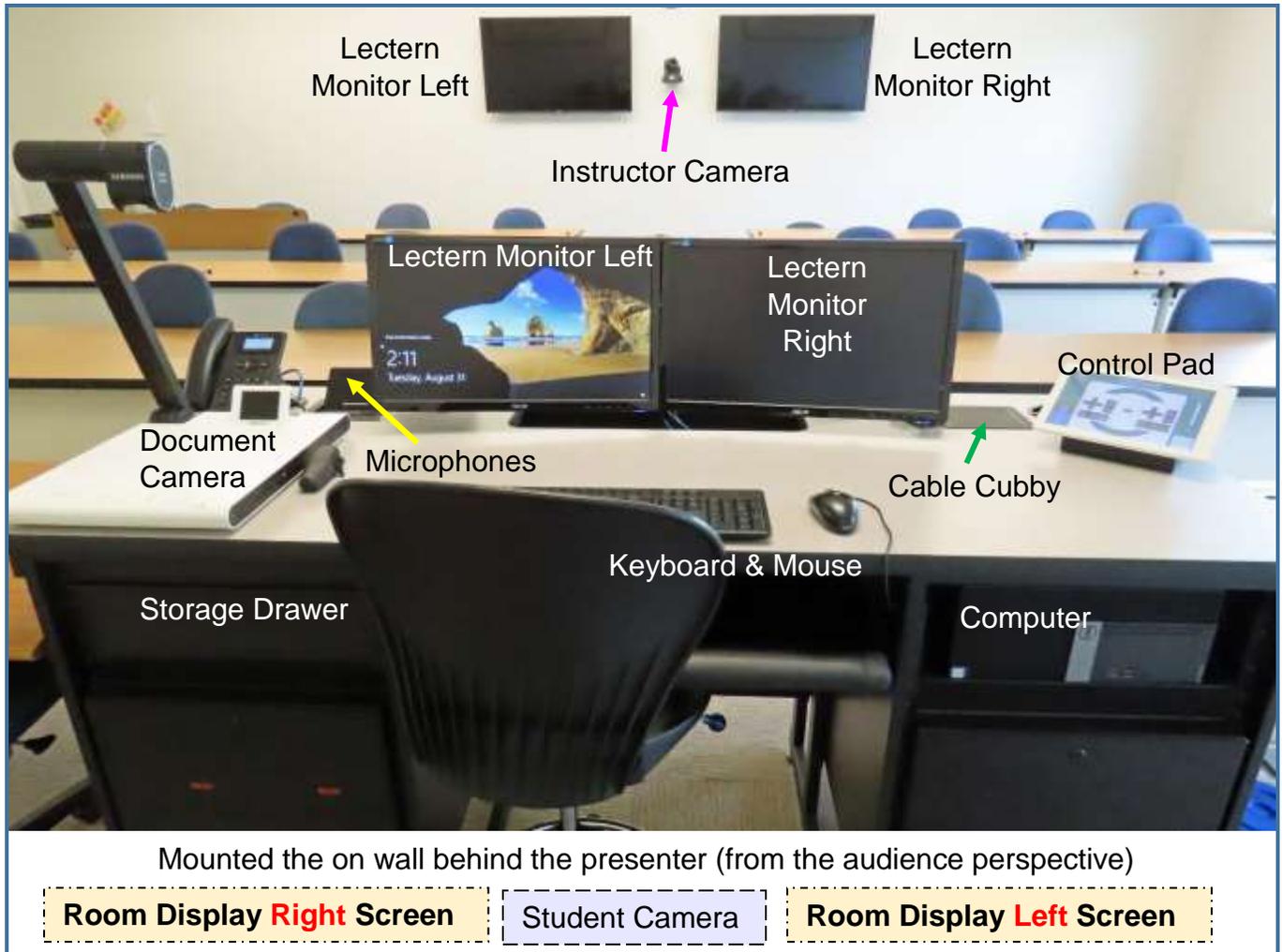
<b>TURN CLASSROOM LIGHTS ON/OFF</b> .....	3
<b>EQUIPMENT LOCATION</b> .....	3
<b>TURN ON AND CONTROL THE PROJECTION SYSTEM</b> .....	3
<b>LOGIN TO THE COMPUTER</b> .....	5
<b>Unsuccessful Login</b> .....	6
<b>CONNECT TO THE INTERNET</b> .....	7
<b>PLAY A VIDEO</b> .....	7
<b>Play Video on Internet (YouTube, TED, etc.)</b> .....	7
<b>Play Video or Access Files on USB/Flash Drive</b> .....	7
<b>Play Video on DVD</b> .....	7
<b>VLC Control Buttons, Shortcuts, and Adjustments</b> .....	8
<b>Play Video on Blu-ray Disc – Portable Player Required</b> .....	10
<b>CONDUCT A REMOTE MEETING USING ZOOM</b> .....	10
<b>Troubleshooting Zoom</b> .....	13
<b>ADJUST THE VOLUME</b> .....	13
<b>Computer Volume Level</b> .....	13
<b>Video Volume Level</b> .....	13
<b>Control Pad Volume</b> .....	14
<b>MICROPHONES for Zoom Only</b> .....	14
<b>USE THE DOCUMENT CAMERA</b> .....	14
<b>ATTACH A SEPARATE DEVICE</b> .....	15
<b>PREPARE FOR THE NEXT USER</b> .....	16
<b>Logoff the Computer</b> .....	16
<b>Turn the System Off</b> .....	16
<b>Turn Classroom Lights Off</b> .....	16
<b>STEPS TO FOLLOW IF SOMETHING ISN'T WORKING CORRECTLY</b> .....	16
<b>Yavapai College Prescott Campus Map</b> .....	17

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

## TURN CLASSROOM LIGHTS ON/OFF

The light switches on the back wall near the door control the rear overhead lights (left switch) and the front overhead lights (right switch). The center light in the back row does not turn off! The switch on the front wall near the facilitator workstation controls the lights over the lectern.

## EQUIPMENT LOCATION



## TURN ON AND CONTROL THE PROJECTION SYSTEM

Since the sound and projector systems are routed through the control pad, the **System On** button must be tapped to activate and control the projection system, sound system, and other attached equipment. The source display is automatically set to the desktop computer. All activated icons will change from black to blue.

If the control pad only displays the current time, swipe the screen to activate the control system. Then tap **System On**, in the lower left-hand corner of the control pad to activate the projection and sound system.

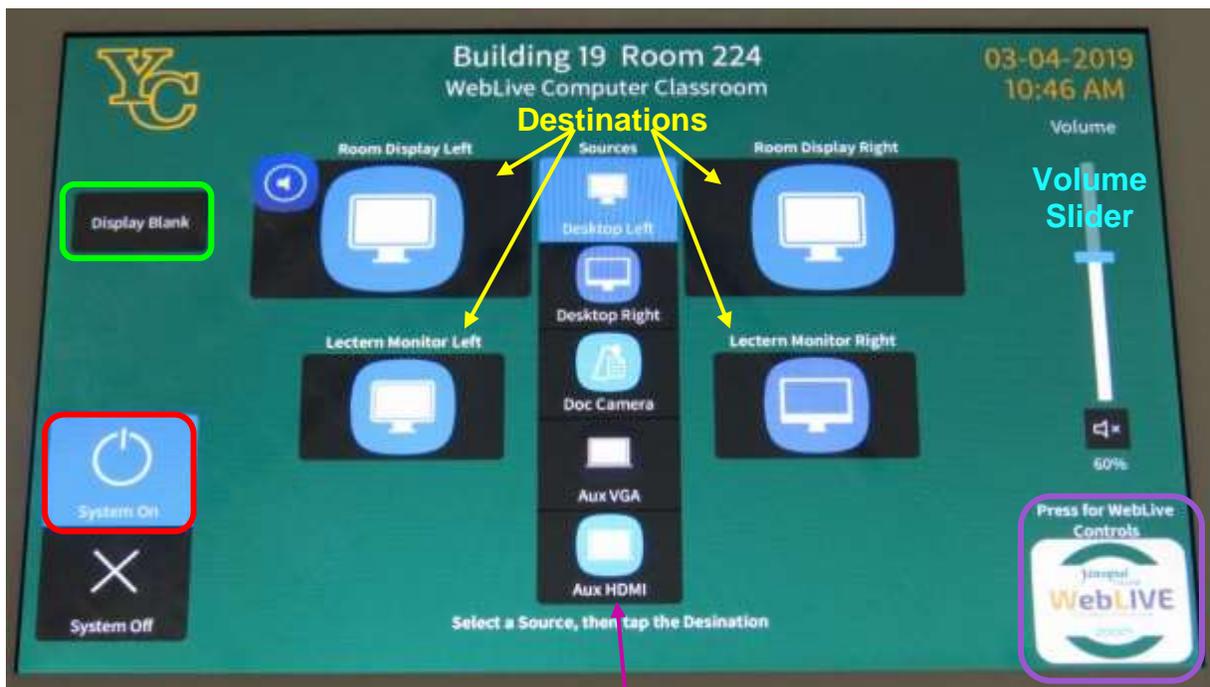


## Control Pad Options:

System Off:



System On:



Media from two different sources can be displayed simultaneously on two separate screens and monitors in this classroom. If only one source is selected, that source will be displayed on all monitors and screens. Tap a **source** and then tap the corresponding display **destination**. The blue highlighted **source** displayed down the middle of the screen indicates which option has

been selected. The default source display projects the contents of **Desktop Left** on **Lectern Monitor Left, Room Display Left, and Room Display Right**

**Sources:**

- **Desktop Left** - left-hand side computer monitor
- **Desktop Right** - right-hand side computer monitor
- **Doc Camera**
- **Aux VGA**
- **Aux HDMI**

**Destinations:**

- **Room Display Left** - left-hand side monitor facing front of room
- **Room Display Right** - right-hand side monitor facing front of room
- **Lectern Monitor Left** - monitor mounted on rear wall to the left
- **Lectern Monitor Right** - monitor mounted on rear wall to the right

**Display Blank** in the upper right-hand corner stops and restarts projecting the image to the projection screens. When set, a black screen is displayed on all the projection screens, but the computer lectern monitors are not affected.

The **Volume** slider controls the sound output and can be muted/unmuted by toggling the speaker icon. Use your finger to slide the blue bar up to increase the volume and down to decrease the volume.



mute

**WebLive** controls the room cameras and student microphones during Zoom sessions.

## 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.



Monitor power button

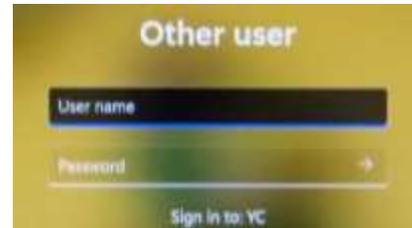
2. Verify that the monitors are turned on by looking for a blue light on the raised button *underneath* the right-hand side of the monitor. If the light is off, press the button.

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!



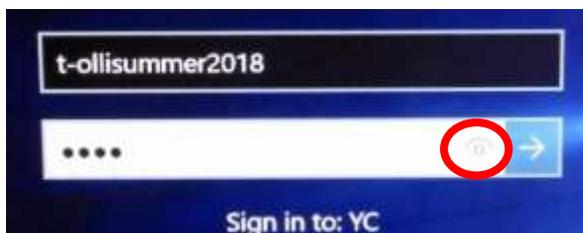
- When the pop-up window asking for your CAS login credentials for printer access appears, click the **Cancel** button.



### Unsuccessful Login

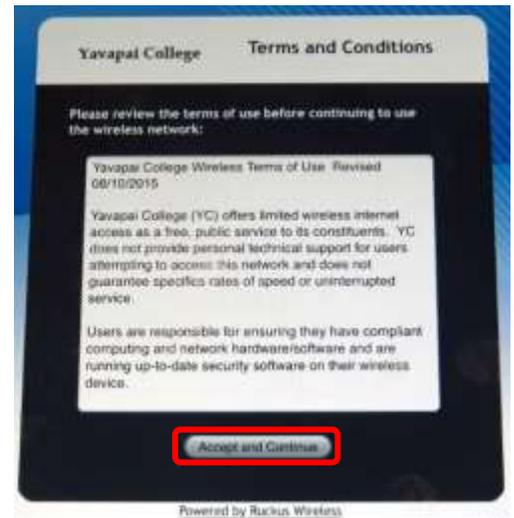
- Verify that you typed the correct user name.
- Make sure **Caps Lock** is turned off. When turned on, the Caps Lock indicator light in the upper right-hand side of the keyboard will be lit. To turn Caps Lock off and revert back to lower case letters, press the **Caps Lock** button on the left-hand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

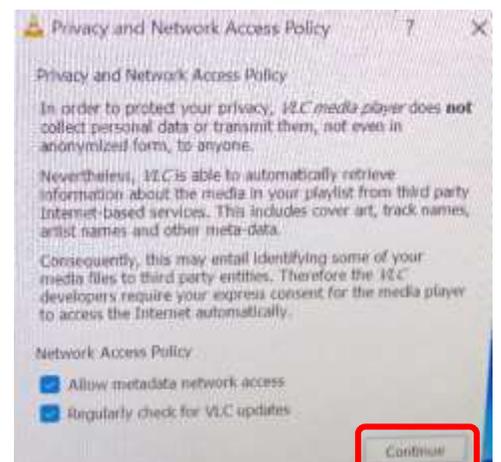
Insert your USB drive containing the video into one of the 4 USB slots in the front of the computer. If your device does not automatically open, click on **This PC** to access it. Under **Devices and drives**, click on your drive (*USB Drive E* in the example) to open it and access your files. When you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



### Play Video on DVD

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 🚧).

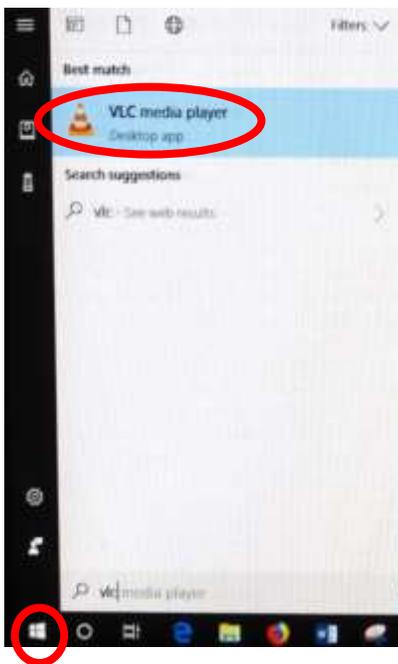
When your DVD begins to play, a privacy and network access policy pop-up window appears. Select **Continue** at the



bottom of the window or just close the window by clicking on the **X** in the upper right-hand corner.

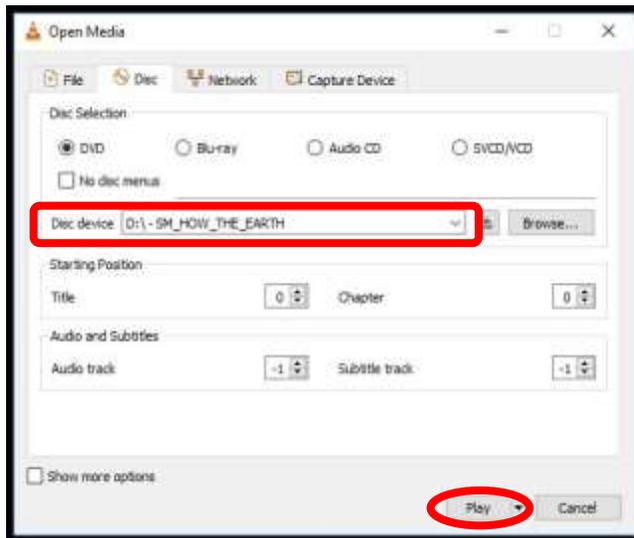
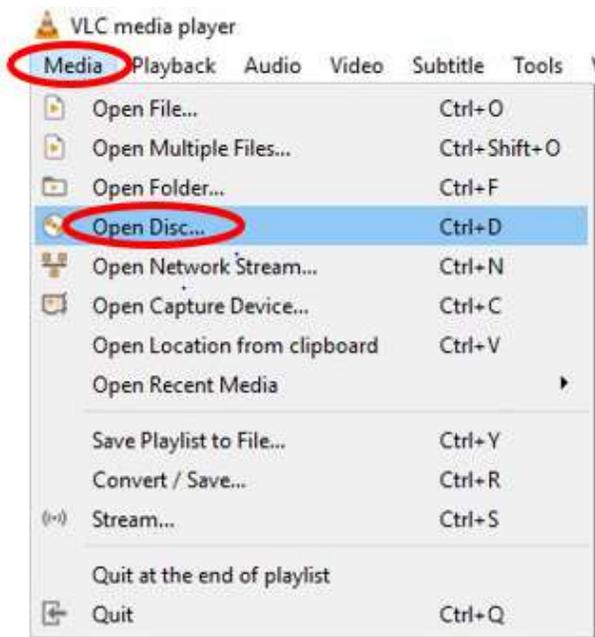
### The VLC icon doesn't appear on the desktop

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 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 descriptions.



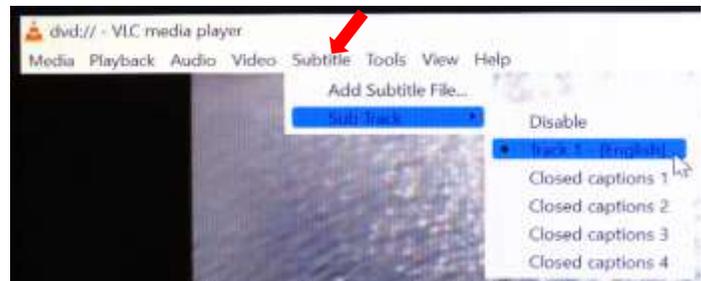
1. When pressed, the **Play**  button will display two vertical lines  that allow you to **Pause** the video until the Play button is pressed again.
2. The **Rewind**  button reverses the video. You can also adjust the playing position by moving the blue slider bar above the controls backwards or forwards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

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:

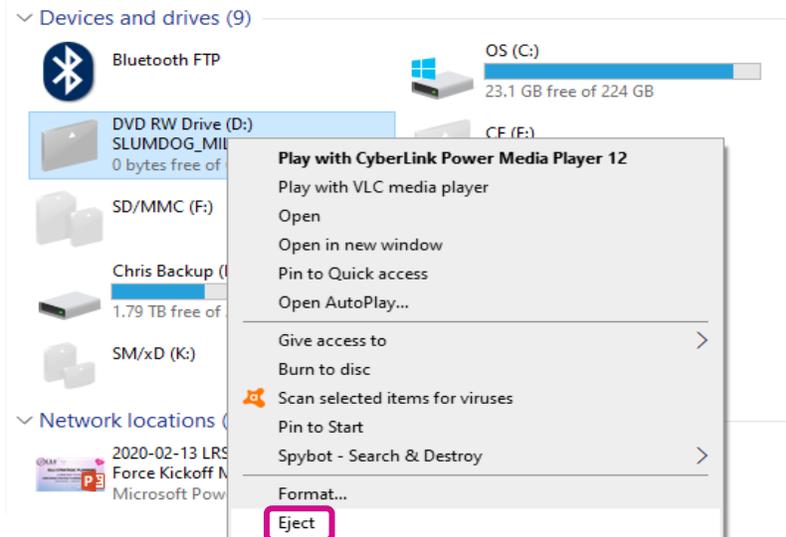
- **f** turns full screen mode on and off. This is useful if the minimize and maximize options do not appear on screen.
- **spacebar** pauses playing the media and resumes play
- **Shift + m** displays the disk menu
- **CTRL + p** opens the preferences menu
- **CTRL + t** jumps to a specific time within 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 by pressing the DVD eject button.

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.

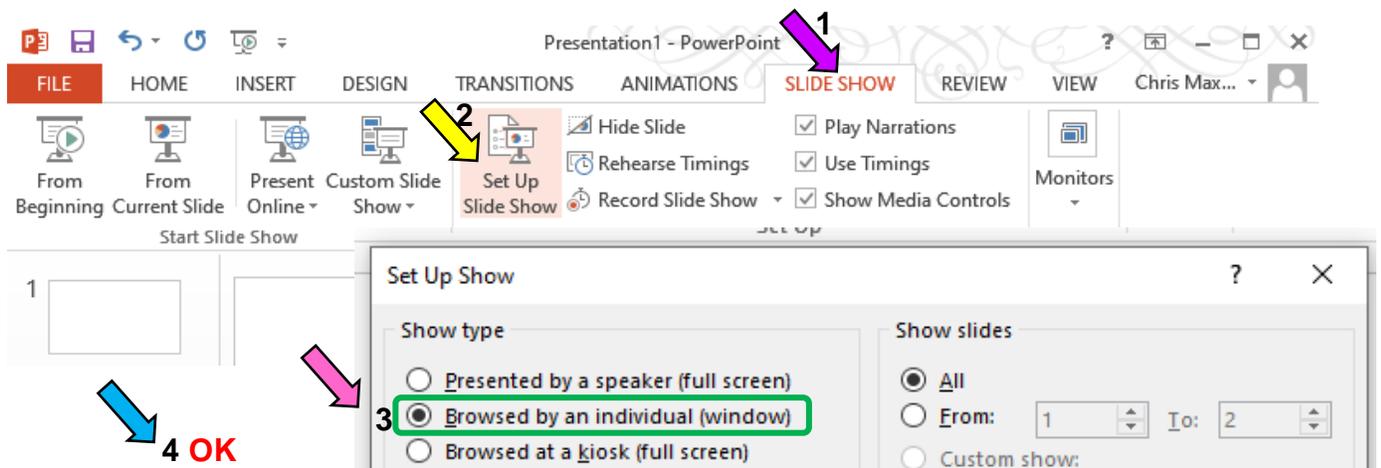


## Play Video on Blu-ray Disc – Portable Player Required

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.

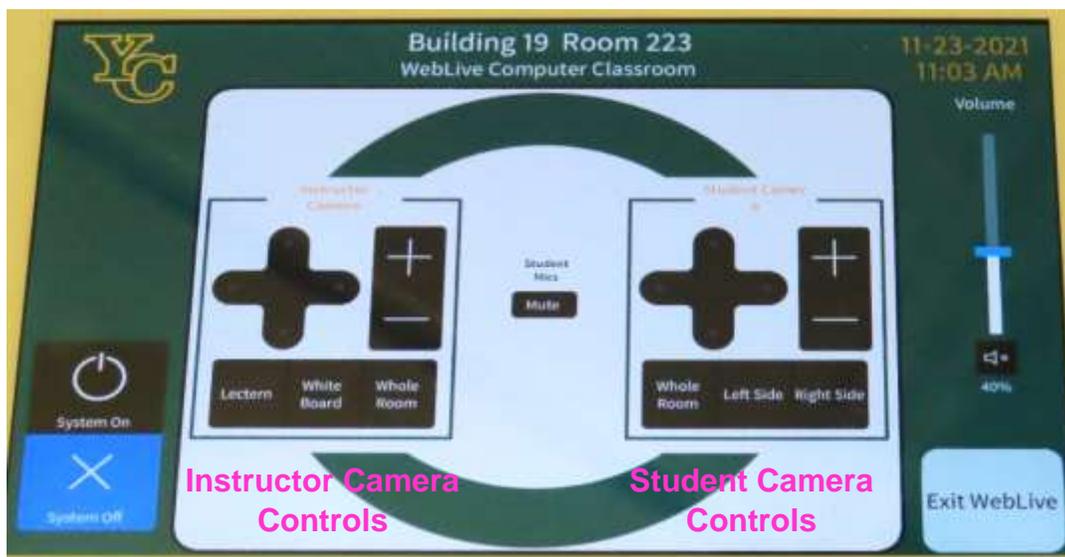
## CONDUCT A REMOTE MEETING USING ZOOM

- 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.
  - 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.
  - 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, Firefox or Edge) and log into your email account (Gmail, AOL, Outlook, etc.). Go to the email message containing the invitation for the Zoom session and click on the URL address (i.e. <https://yavapai.zoom.us/j/123456789>). This will launch the Zoom session automatically without needing to log in to the Zoom account.
3. If required, log in to the OLLI Zoom account using the provided email address and password. When prompted, join the meeting with computer video and audio.
4. Once started, the Zoom window will display in full screen mode on the monitor(s) and projection screen. If the Zoom display is distracting and you have no media to share, blank the presentation screen. (Just remember to unblank it when you are sharing screens.)
5. The cameras, room ceiling microphones (small white discs mounted in the ceiling), and lavaliers will automatically turn on when you begin your Zoom session.
6. Tap the Control Panel **WebLive** icon to reveal the camera and student microphone controls.

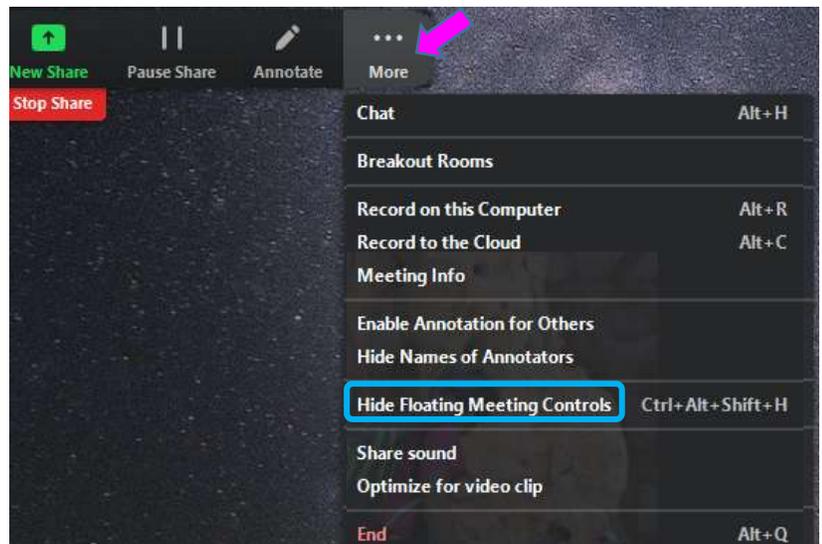


- a. The **Instructor Camera** focuses on the Lectern (default), White Board, or Whole Room facing the facilitator.
- b. The **Student Camera** focuses on the Whole Room facing the students (default), Left Side, or Right Side.
- c. Use the plus sign (+) to zoom in or minus sign (–) to zoom out.
- d. The **Mute** button in the center mutes/unmutes the student microphones but does not affect the lavaliers.

Note that only one camera can be selected at a time. But under Zoom **Advanced Sharing Options**, you have the option to share a second camera. This would allow you to set the instructor camera as a participant and use the Student Camera as a shared screen.

7. Adjust the room lighting if necessary and consider using a lavalier microphone to project your voice to all Zoom participants. The ceiling mics will pick up student voices – but it may be helpful for room participant questions and comments to be made using a lavalier microphone instead.
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 **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 in full screen mode on the room monitors and projection screens.
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.
16. Tap the **Exit WebLive** icon to turn off the room cameras and student microphones.

## Troubleshooting Zoom

### *No sound on your end*

- Check your device's volume control.
- Use the menu next to the Zoom microphone icon to select the correct speaker.
- Check the speaker's physical connection.
- If there is still no sound – the problem could be their microphone.

### *No sound on their end*

- Check your microphone connection to the computer.
- Use the menu next to the Zoom microphone to select the correct microphone
- If there is green color bouncing inside the Zoom microphone icon when you speak, your microphone is working.

### *No video*

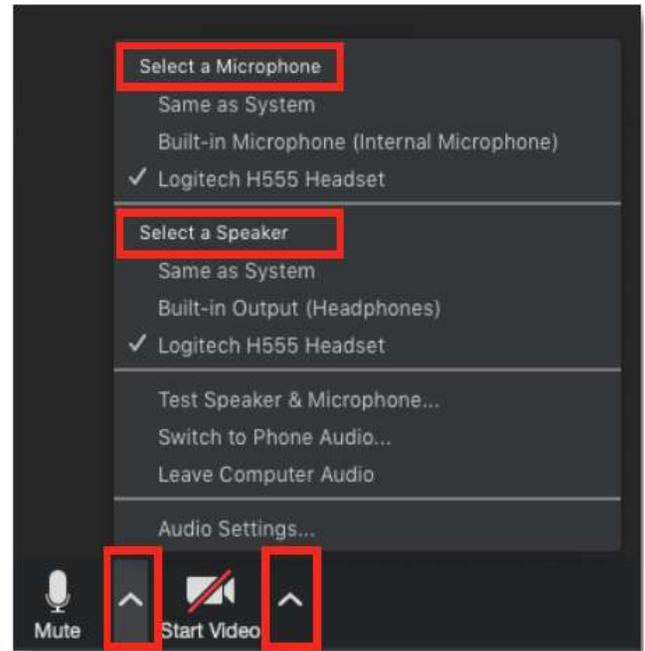
- Check that the video is turned on. Use the menu next to the Zoom video icon to select the camera.

### *Audio or video is coming from the wrong device*

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

### *Bad connection with audio or video*

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



## ADJUST THE VOLUME

Since the sound system is routed through the control pad, the **Power On** button must be on for all sound to be projected in the room. There are 3 different locations controlling the volume – so you may need to check all of them if you are encountering audio problems!

### Computer Volume Level

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



### Video Volume Level

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



You can adjust the VLC volume by dragging the green sliding wedge forwards to increase the volume and backwards to decrease it.



## Control Pad Volume

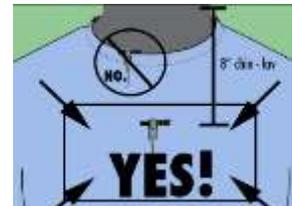
Use your finger to move the **Volume** slider blue bar up to increase the volume and down to decrease the volume. Toggle the mute button  directly under the volume slide control to turn audio off and on.

## MICROPHONES for Zoom Only



Two lavaliers that are **only operational within a Zoom session** reside in a charging base on the facilitator workstation. If you need to project your voice to everyone in the classroom, the OLLI office has portable speakers and microphones you can use. One end of the cord is attached to the lavalier base and the other end has an alligator clip that holds the small microphone. A green light indicates the microphone is on and the LCD display indicates the frequency and battery charge.

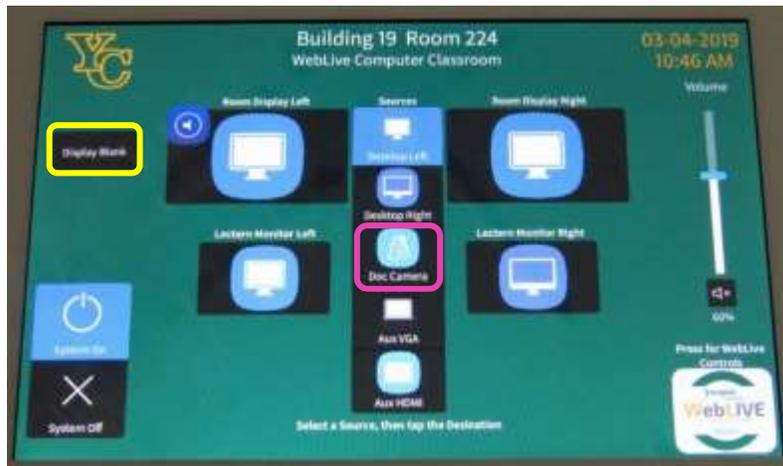
Microphone placement is the key to good sound! The microphone should be attached on the sternum about 7" below the chin and slightly off-center (not directly under your mouth). Note that if mounted off-center, the speaker can't move their head back and forth while talking.



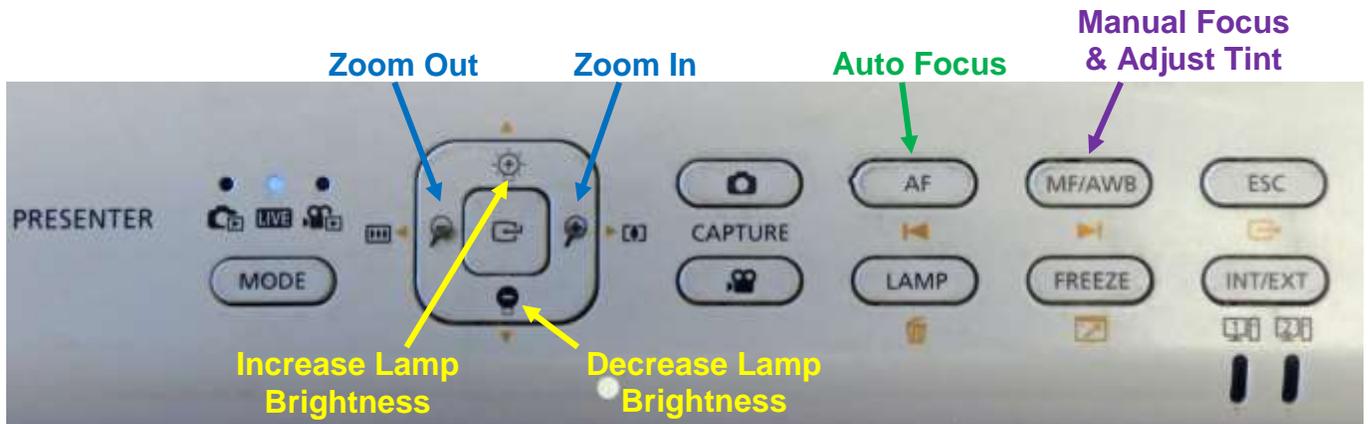
When finished with the microphone(s), be sure to reseat them in their charging base. The 4 metal charging strips need to be aligned toward the back of the base. A red light on the charging base will blink when the microphones are charging. When fully charged, the light will remain solid red.

## USE THE DOCUMENT CAMERA

The document camera projects objects or documents placed on its base onto the projection screens and the room monitors.



1. Change the **Source** display to **Doc Camera**, then select which destinations the images will be displayed on.
2. Turn the document camera on by pressing the **Power** button located on the right-hand side of the base. Hold the Power button until a blue light appears. 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 top of the document camera base
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 document camera control buttons to automatically focus, zoom in, zoom out, increase and decrease the display brightness, and adjust the tint.



- Zoom in to see more details by pressing the **Zoom In** button.
  - Zoom out to see a wider view of the object by pressing the **Zoom Out**.
  - If the object is not clearly focused, press the **AF** (Auto Focus) button.
  - 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.
6. Just like with the computer, the **Display 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.
  7. When finished displaying the object/document, change the control pad source display back to **Desktop Left** (or **Right**) to resume projecting from the computer. Don't forget to tap the destination! 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 or VGA Mini connectors 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 and destination 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

Tap **System Off** on the control pad to shut down the system. This takes some time – so be patient. Don't forget to replace the microphones in their charging base!

### Turn Classroom Lights Off

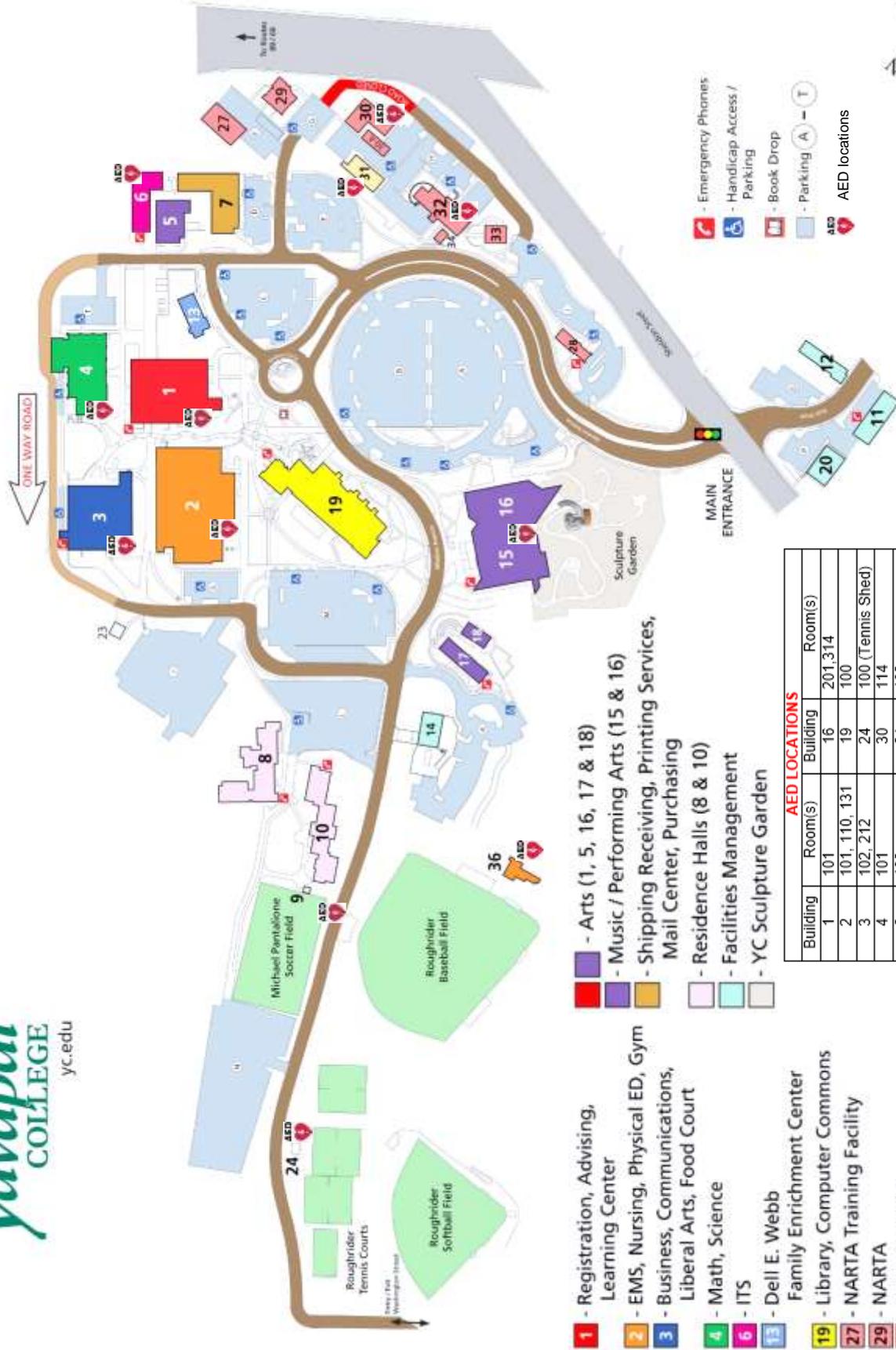
Make sure the classroom desks and chairs are returned to the same configuration you found them in, all wireless devices are turned off & being charged, and use the light switch on the wall nearest the door to turn off all the classroom lights.



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

1. If the projectors are not projecting, 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).

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
- 1** - Arts (1, 5, 16, 17 & 18)
- 2** - Music / Performing Arts (15 & 16)
- 3** - Shipping Receiving, Printing Services, Mail Center, Purchasing
- 4** - Residence Halls (8 & 10)
- 6** - Facilities Management
- 13** - YC Sculpture Garden

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

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

