

Instructions for Using 19-147 (Community Room) 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 or near 19-100
- YC Campus Police: 311 or x2185 if using campus phone (928-776-2185 from your own phone)
- Non-Emergency Campus Safety: 928-237-0420
- OLLI Office: x7634 (928-717-7634)
- IT Help Desk: x2168 (928-776-2168)

Updated March 11, 2023

Room 19-147 OLLI Classroom Technology

Updated March 11, 2023

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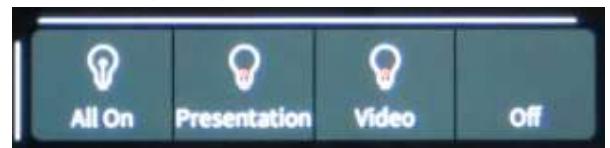
Room equipment and software applications are replaced and/or updated as needed, so the room configuration may not match exactly - but the functionality described in this document should be identical. The latest version of this document can be found on the OLLI website.

TURN ROOM LIGHTS ON/OFF

The room lights are controlled via the identical Control Pads mounted in the podium and in the AV Control System. Light switches are also mounted on the wall near the podium.



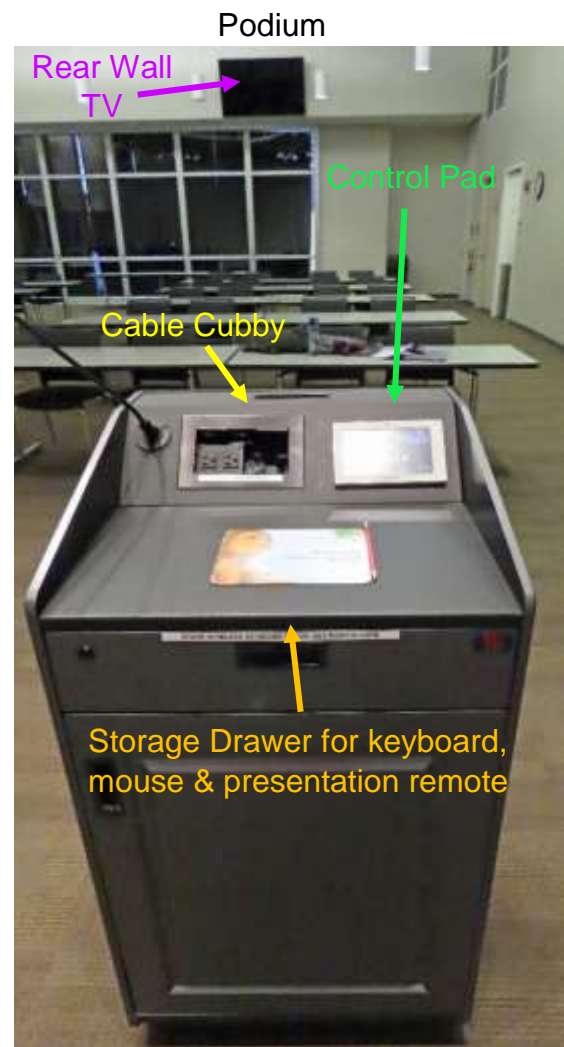
The System does not need to be turned on to use the microphones or control the room lighting via the Control Pad. You can turn all the lights on (**All On**), set the lighting for a PowerPoint presentation (**Presentation**), adjust the lighting to play a video (**Video**), and turn all the lights off (**Off**) by clicking on the appropriate option in the lower right-hand corner of the Control Pad.



EQUIPMENT LOCATION

The community room technology can be controlled using either the Control Pad mounted in the podium or in the AV Control System mounted on the nearby wall. The AV Control System consists of a Windows 11 computer, a wall-mounted rack monitor with a built-in keyboard and

touch pad, a Blu-Ray player, 4 microphones, and a Control Pad. The podium contains a duplicate Control Pad, cables to connect auxiliary equipment, and a storage drawer containing a wireless keyboard & mouse, plus a presentation remote.



CLASSROOM PHONE


The classroom phone *only* makes calls within the Yavapai College campus – with the exception of emergency 911 or campus police 311 calls. Simply dial the 4-digit extension to make a call.

TURN ON AND CONTROL THE PROJECTION SYSTEM

The Control Pad activates and controls the projection system, sound system, camera, Blu-ray player, and other



attached equipment. If the **System Off** button is blue and contains an 'X', tap the **System On** button. When activated, the icons change from gray to blue. Note that the system does not need to be turned on to control the room lighting.

When the system is turned on, the projection screen mounted behind the podium automatically descends, the projection system is turned on, and additional options are displayed on the Control Pad. The default projection source is **PC Desktop 1** – the computer mounted in the AV Control System denoted by the  icon. The projection screen (**Main Projector**), **Rear Wall TV** monitor, and **Rack Monitor** in the AV Control System all display the computer contents until the source is changed.



Troubleshooting Projector Issues


- If the projector does not turn on, check the lights on the projector itself. If a red or orange light is on, the projector may be still in 'standby' mode. Lights on the projector indicate if there are lamp, temperature, or filter issues that can cause the projector to shut down or not power up at all.
 - If the projector lamp has blown (burnt out) and class is about to start impacting students, call the IT Help Desk at 928-776-2168 and listen for Option 1.
- If the projector is on (the light on the projector is green) but nothing is projecting on the screen,
 - Verify that your input source is correctly selected and powered on. For example, if the Document Camera is selected but the Document Camera is turned off, no image will be projected.
 - Check to see if the image is in Blank mode. This should be indicated on the control pad with the Blank icon associated with the Main Projector colored blue. However it is possible for these indicators to fall out of sync.

- Test whether images are visible with any other sources. For example, can you see the image from the classroom computer but not the document camera?

Control Pad Option Descriptions

If the Control Pad buttons do not respond, call the IT Help Desk – they may need to restart the entire system.

Volume

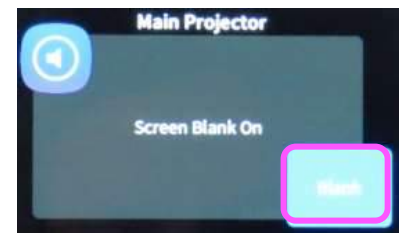
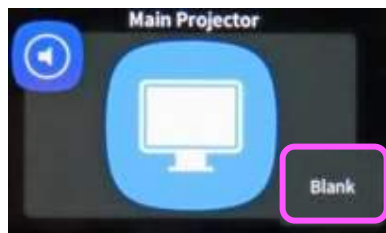
The volume is controlled by the slider located on the lower left-hand side of the Control Panel. Use your finger to move the blue slider bar up to increase the volume and down to decrease the volume. Clicking on the speaker  underneath the slider will mute and unmute the source audio.

Source

To change the projection source from the default **PC Desktop 1** (computer mounted in the AV Control System), click on one of the listed options: **PC Desktop 2** (identical to **PC Desktop 1**), **Blu-Ray Player**, **Apple TV**, **Podium Inputs**, **Camera**, **Stream In**, or **Aux Input**. Once an alternative source is selected, tap the desired destinations (Main Projector, Rear Wall TV, and/or Rack Monitor). Each source has its own icon that will be displayed within the Device Control area plus each selected destination.

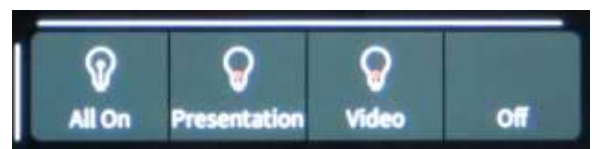
Blank Screens

The main projector and rear wall TV can be blanked and unblanked by tapping the **Blank** button for the **Main Projector** or **Rear Wall TV**. When blanked, the blank icon will turn blue. Tap it again to unblank the screen.



Lights

Tap on the appropriate option in the lower right-hand corner of the Control Pad to automatically turn all the lights on (**All On**), lower the lighting for a PowerPoint presentation (**Presentation**), adjust the lighting to play a video (**Video**), or turn all the lights off (**Off**).



Microphones

Tap **Microphones** in the upper right-hand corner of the Control Pad to adjust the output for each individual microphone.



Use your finger to drag the blue bar up to increase the volume and down to decrease the volume for each microphone (**Podium**, and 4 **Wireless**, plus a **Master** slider that controls all microphones). When finished, tap the **X** in the upper right-hand corner to return to the main menu.

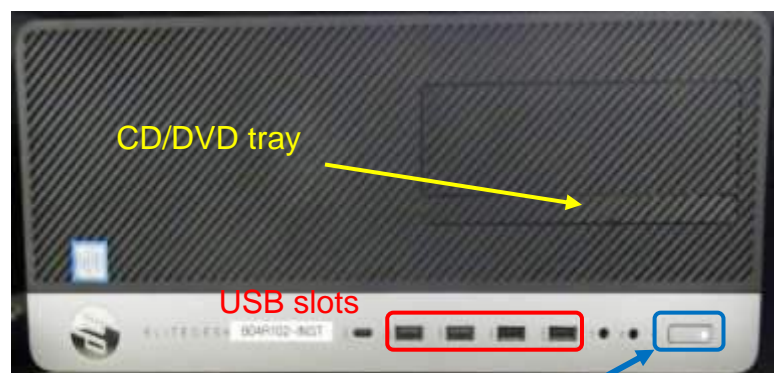
Camera

The single camera mounted on the wall near the entrance door is aimed at the podium. Tap the **Camera** source and use the arrows (▲▶▼◀) under **Device Controls** to change the angle and plus (+) or minus signs (-) to zoom in or out. There is a delay between tapping the adjustment buttons and the camera movement. So tap the button once and wait for the camera to adjust. If the image is not clearly focused, tap the button again. Note that the camera output will not be displayed on the monitors or projection screen until an application (like Zoom) that uses the camera is opened.



LOGIN TO THE COMPUTER

1. The Windows 11 computer is mounted in the AV Control System. Verify that the computer is turned on by looking for a small power button indicator light. If the light is off, press the **Power** button to turn the computer on.



Power Button & indicator light

2. Verify that the monitor is turned on by looking for the blue light in the lower right-hand side of the monitor. If the blue light is not on, press the **Power** button.

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

If the computer and monitor **Power** button indicator lights are on and the computer will not turn on, it is possible that the previous user did not shut the system down properly. Turn it off by holding down the computer **Power** button until the indicator light turns off. Then reboot the system by pressing the **Power** button.

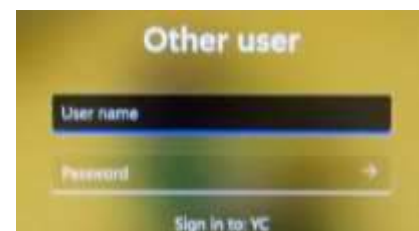


Power Button & indicator light

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. Note, if you are not comfortable using the keyboard touchpad, there is a wireless mouse (plus keyboard) stored in the podium drawer. Just remember to turn it on before using it.




4. 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!

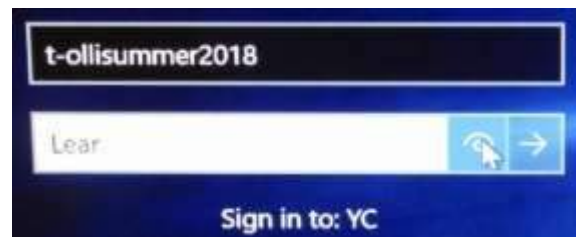
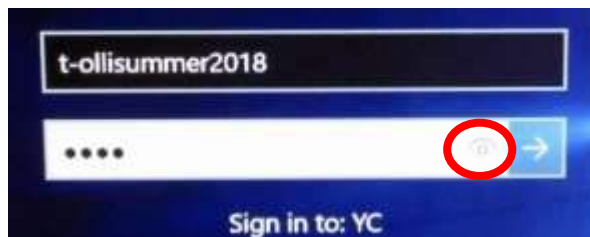




- When the pop-up window asking for your CAS login credentials for printer access appears, click the **Cancel** button.

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  symbol that appears on the right-hand side of the password window.



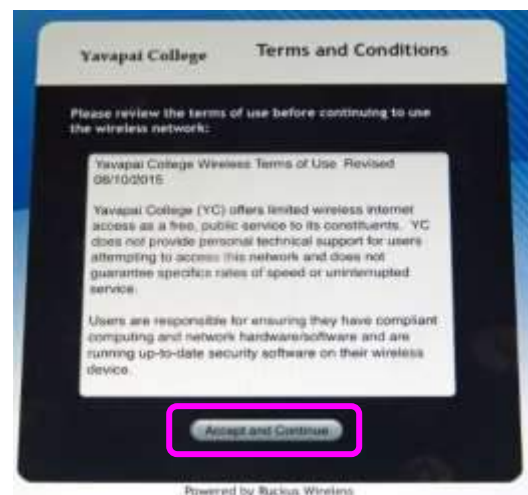
CONNECT TO THE INTERNET

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

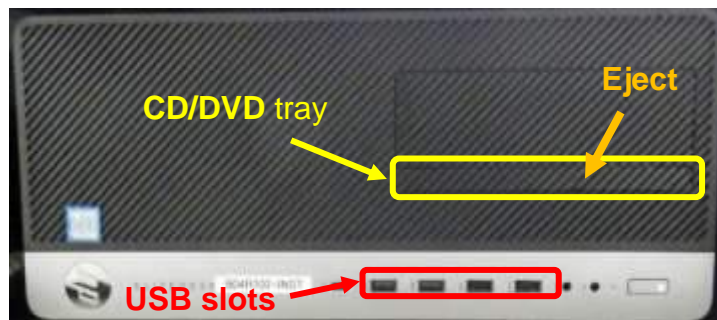
Play Video on Internet (YouTube, TED, etc.)

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.

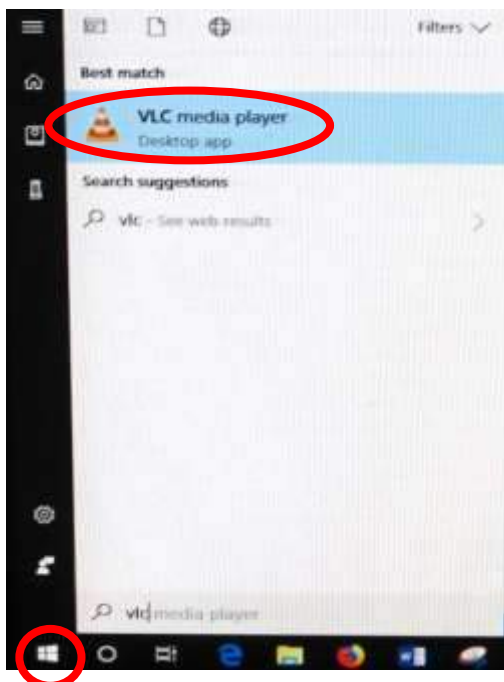
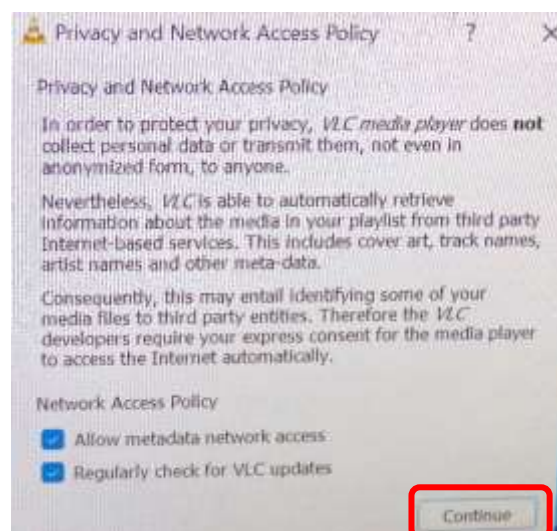


If your device does not automatically open, click on **This PC** to access it. Under **Devices and drives**, click on your drive (*USB Drive E* in the example below) to open it and access your files.


Play Video on DVD

Open the computer DVD tray by pressing the eject area on the 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.



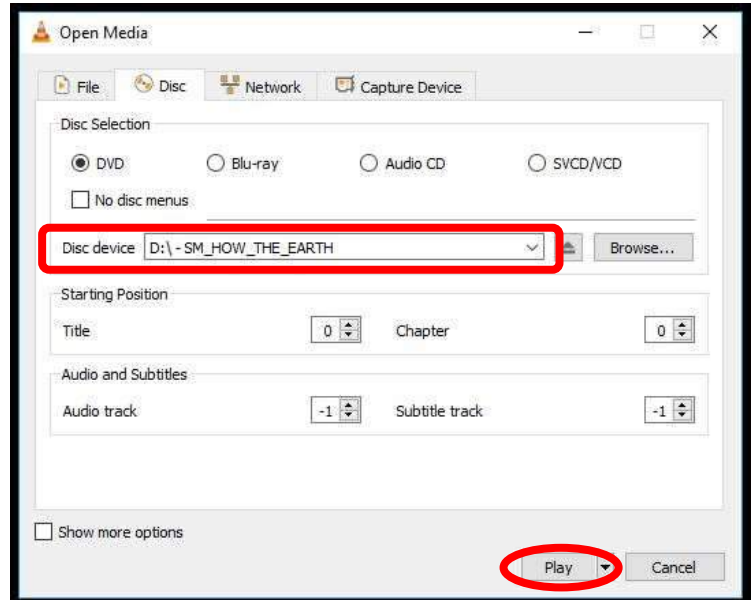
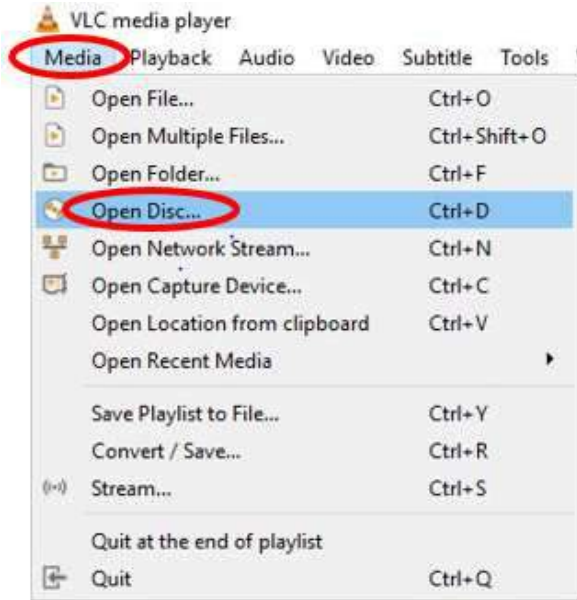
The VLC icon doesn't appear on the desktop

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 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).

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

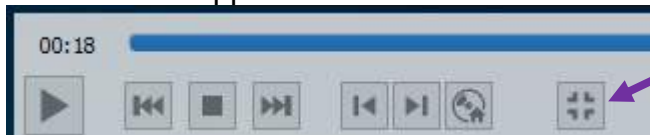


VLC Control Buttons

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









- When pressed, the **Play** button will display two vertical lines that allow you to **Pause** the video until the Play button is pressed again.
- The **Rewind** button reverses the video. You can also adjust the playing position by moving the blue slider bar above the controls backwards or forwards to a specific time.
- The **Stop** button stops playing the video.
- The **Fast Forward** button advances the video.
- The **Full Screen** button enlarges the video to cover the entire screen. In full screen mode, the control buttons are hidden. Hover your mouse over the lower left-hand side to make them reappear.

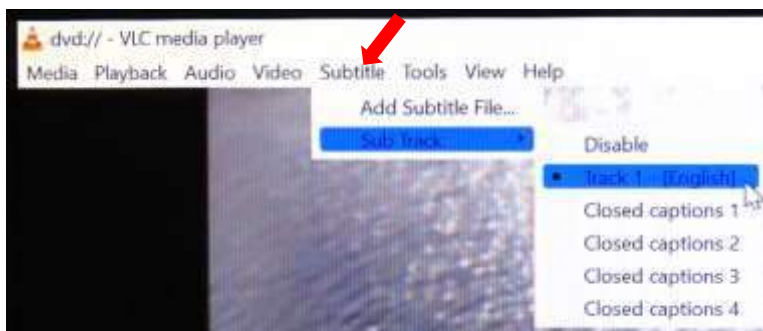


To minimize the screen, select the last button displayed or press the **Esc** key on the keyboard.

- 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).

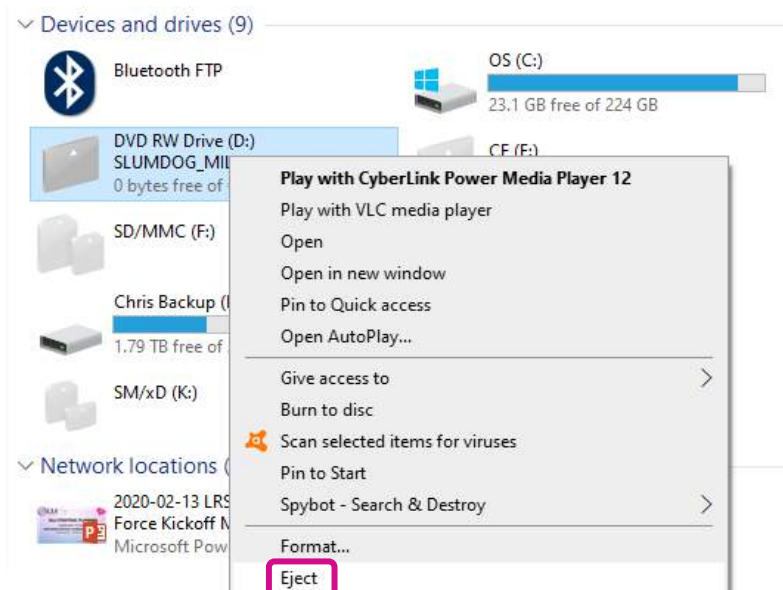


VLC Media player shortcuts allow you to perform actions without moving your mouse or clicking on the menu buttons. Just press the shortcut keys to instantly launch an action. Some of the more useful shortcuts are:

- **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:

- a. Click on the desktop **This PC** icon.
- b. 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.
- c. 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 gently push the tray back into the player.



To control the Blu-ray operations, use the Blu-Ray Control buttons displayed on either the Control Pad or on the Blu-ray player. Options include Play ▶, Pause ⏸, Stop ◻, Previous ◀◀, and Next ▶▶. The 5-way directional navigation control moves the cursor up, down, right, left, and enters your selection (OK in center). Buttons control projector blanking and unblanking.



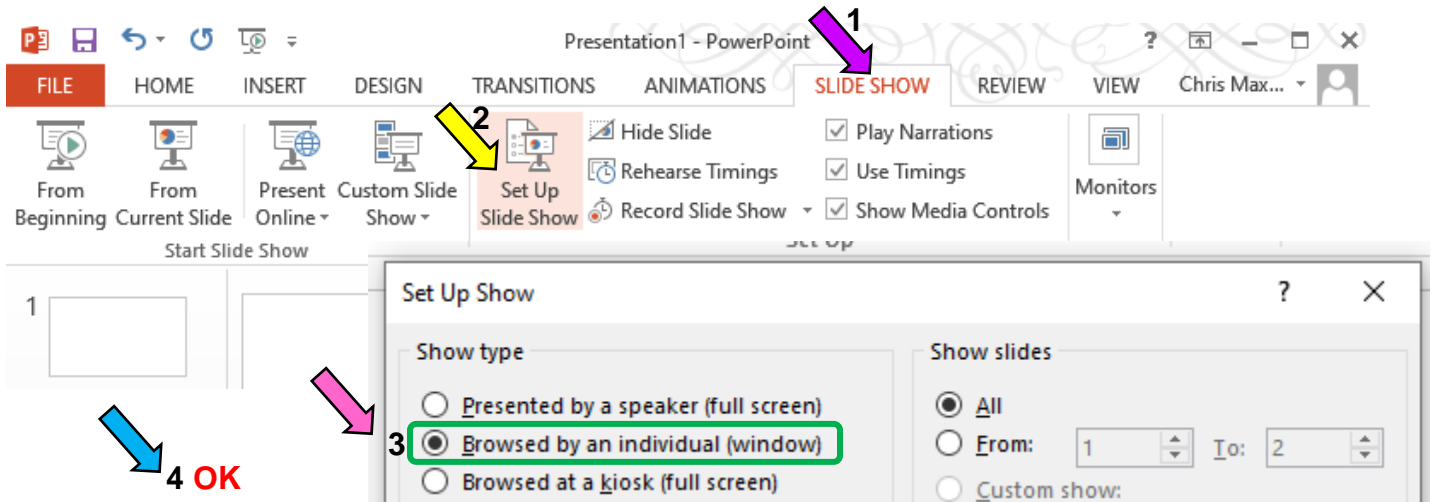
When finished playing, tap the **Stop** button and then press the **Eject** button to retrieve your disc. Gently close the disc tray and change the source display back to **PC Desktop 1**. Then press the Blu-ray power button to turn the player off.



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 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 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. There is only one camera mounted on the wall near the entrance door that is aimed at the podium. The camera will turn on automatically when you begin your Zoom session. Determine the camera range that the speaker must stay in during the presentation. Use the Control Pad to change the source to **Camera**, then adjust the camera angle to focus on the speaker Tap the Move Up (**▲**), Move Right (**▶**), Move Down (**▼**), and Move Left (**◀**) arrows

plus Zoom In (+) and Zoom Out (-) to change the camera angle and view. There is a delay before the camera changes position, so tap the control once and wait for the camera to adjust. If the image is not clearly focused, tap the button again. Note that the camera output will not be displayed on the monitors or screen until an application that uses the camera (like Zoom) is opened.

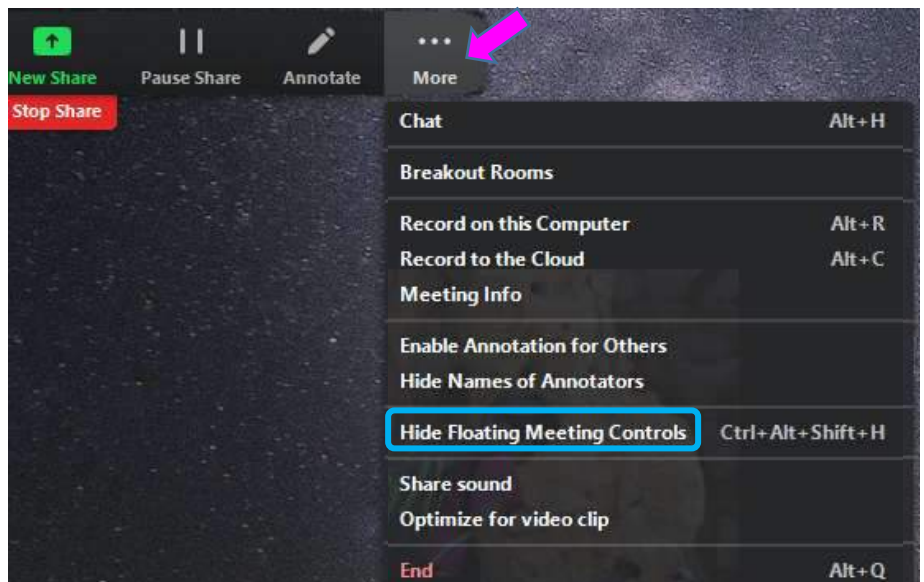


6. Adjust the room lighting if necessary.
7. Make sure the microphone(s) sufficiently project the speaker's audio.
8. Assign any co-hosts and begin admitting people from the waiting room, if enabled.
 - a. Hover over a user's video, clicking on the 3 dots (...) icon, then select **Make Co-Host**,
 - b. or Click on **Participants** in the meeting controls, hovering over the participant's name, and choose **More**, then **Make Co-Host**
9. The meeting host's Zoom video must always be on – or the Zoom participants will not be able to view the camera output.
10. When your class is ready to begin, mute all Zoom participants.
11. 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.
12. A co-host should monitor **Chat** to relay all questions and comments to the presenter at an appropriate time.
13. 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.



14. If additional media is to be shared, use the **New Share** option and select different material on the computer.
15. 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.
16. When 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 heard on your end

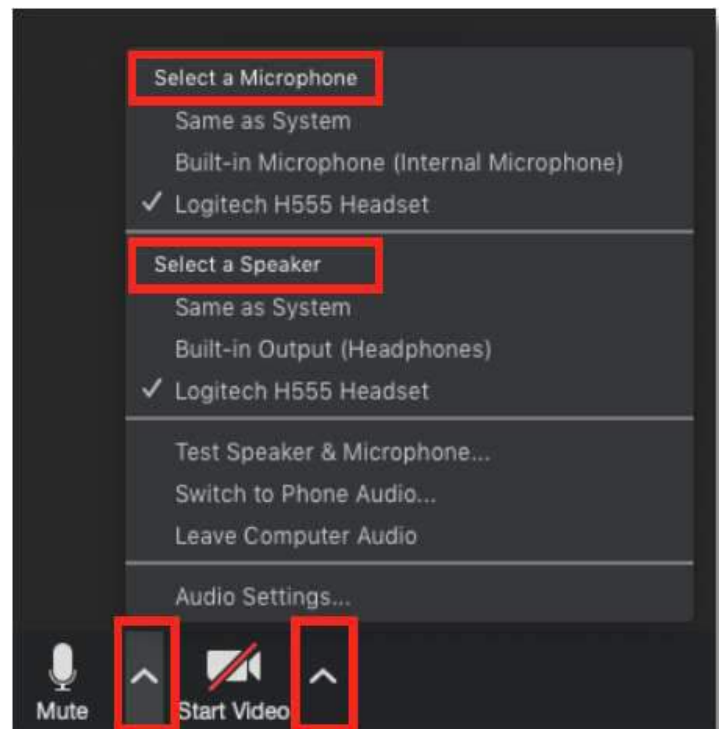
- Check your device's volume control.
- Use the drop-down menu next to the Zoom microphone icon to select the correct speaker.
- Check the speaker's physical connection.
- If there is still no sound – the problem could be the other person's microphone.

No sound heard 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 in the lower left in Zoom
- Use the menu next to the Zoom video icon to select your 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

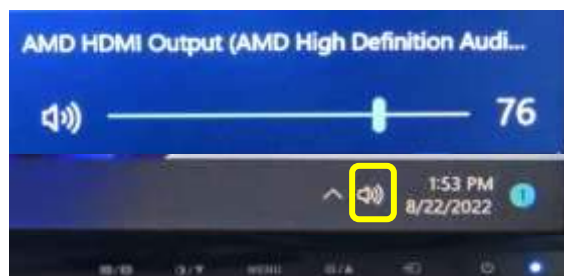
If you turn off your video in Zoom, the data load will be lower and it should improve the connection.

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

With your finger, move the blue bar on the volume control slider up to increase the volume and down to decrease the volume. Tapping on the speaker with an x in front of it underneath  slider will mute and unmute the audio.

Troubleshooting Audio Issues

If you have NO sound from the system:

- Determine that the proper source is selected.



- Verify that none of your audio sources are muted:
 - Control Pad mute button at the bottom of the volume slider
 - Computer volume speaker icon in the lower-right hand corner taskbar
 - Video volume (e.g. vlc or YouTube) speaker icon
 - Keyboard shortcut **Ctrl + Shift + M** (holding all 3 keys down simultaneously) toggles your mute state on and off
- Try turning up the Control Pad volume.
- Try playing a video in YouTube through Google Chrome or Firefox to verify that sound works from the internet, but not from your DVD.
- When all else fails, reboot the computer (turn it off then on). This usually resolves the issue.

MICROPHONES

Two lavaliers and two hand-held microphones reside in a charging base in the AV Control System. If the microphone batteries are dead, call the IT Help Desk since users should *never* replace batteries in installed microphone systems.



Handheld Microphone

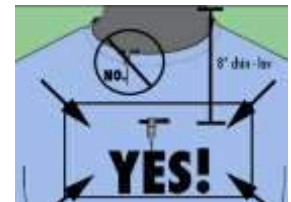
Remove the microphone from the charging base and turn it on/off using the switch at the base of the microphone. A red light will indicate the microphone is turned on. To be effective, hold the microphone no more than 4 inches away from your mouth when speaking. If your head turns while speaking, make sure the microphone follows your mouth.



Lavalier (Clip On) Microphone



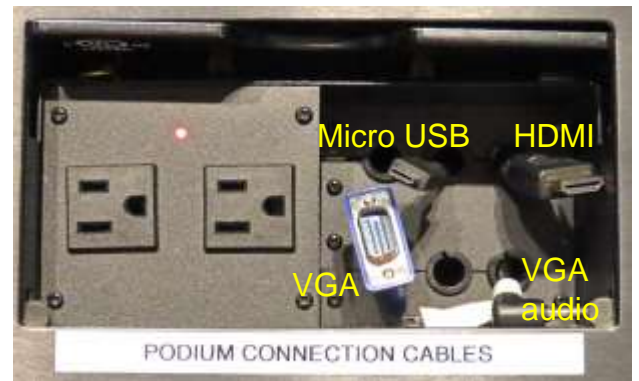
One end of the cord is attached to the lavalier base and the other end has an alligator clip that holds the small microphone. The on/off switch is on the top of the base unit and a red light indicates the microphone is turned on. Microphone placement is the key to good sound! The microphone should be 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 turn them off and reseal 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 should remain solid red.

ATTACH A SEPARATE DEVICE

You can connect your own laptop or other device to the system and use the room's audio system and projection capabilities. Connect your device with the HDMI, VGA, or Micro USB connectors in the podium 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 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

Tap the **System Off** button on the Control Pad to shut the system down. This takes some time – so be patient. Don't forget to turn off and replace the wireless mouse, keyboard, and place the microphones in their charging base.

Turn Classroom Lights Off

Make sure the tables and chairs are returned to the same configuration you found them in and then use the Control Pad **Off** button to turn off all the community room lights.



STEPS TO FOLLOW IF SOMETHING ISN'T WORKING CORRECTLY

1. If the projection system 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 room 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

- 15, 16, 17 & 18** - Arts
- 15 & 16** - Music / Performing Arts
- 8 & 10** - Shipping Receiving, Purchasing Mail Center
- 8 & 10** - Residence Halls
- 8 & 10** - Facilities Management
- 8 & 10** - 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



Rev. Dec. 17, 2021