Classroom Electronics Guide 2024-25

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Overview

Classroom IT Equipment

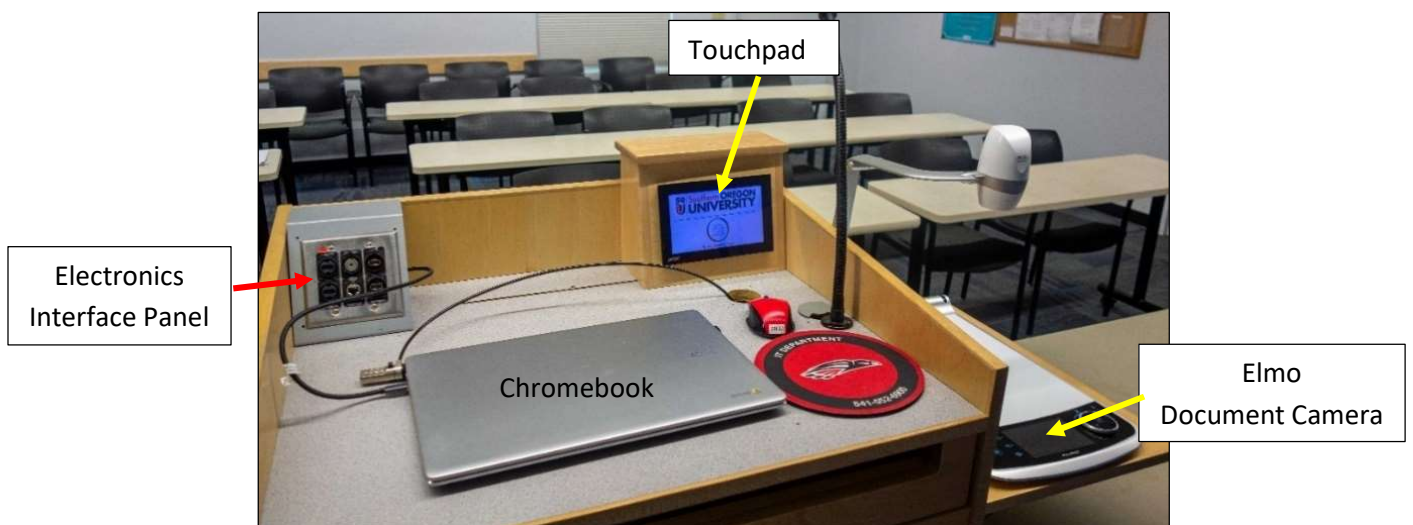Each of the five classrooms at the OLLI Campbell Center include:

- Electronics **Podium**,
- wall-mounted **TV Monitors**,
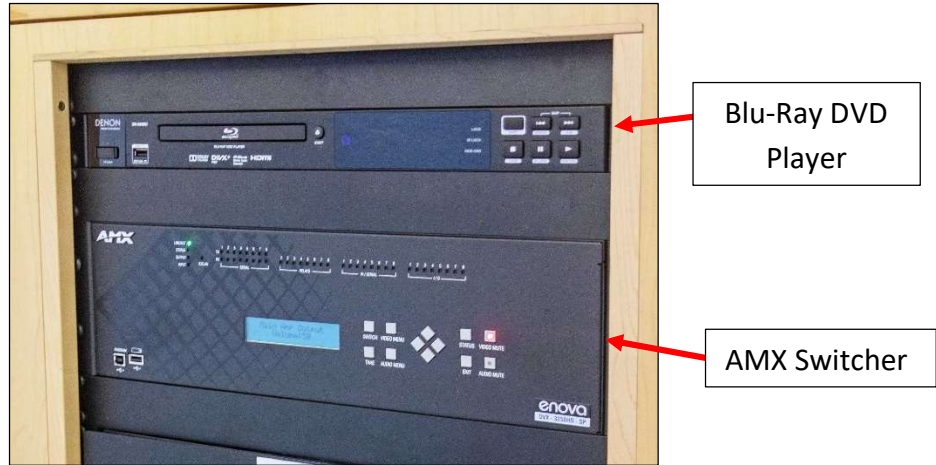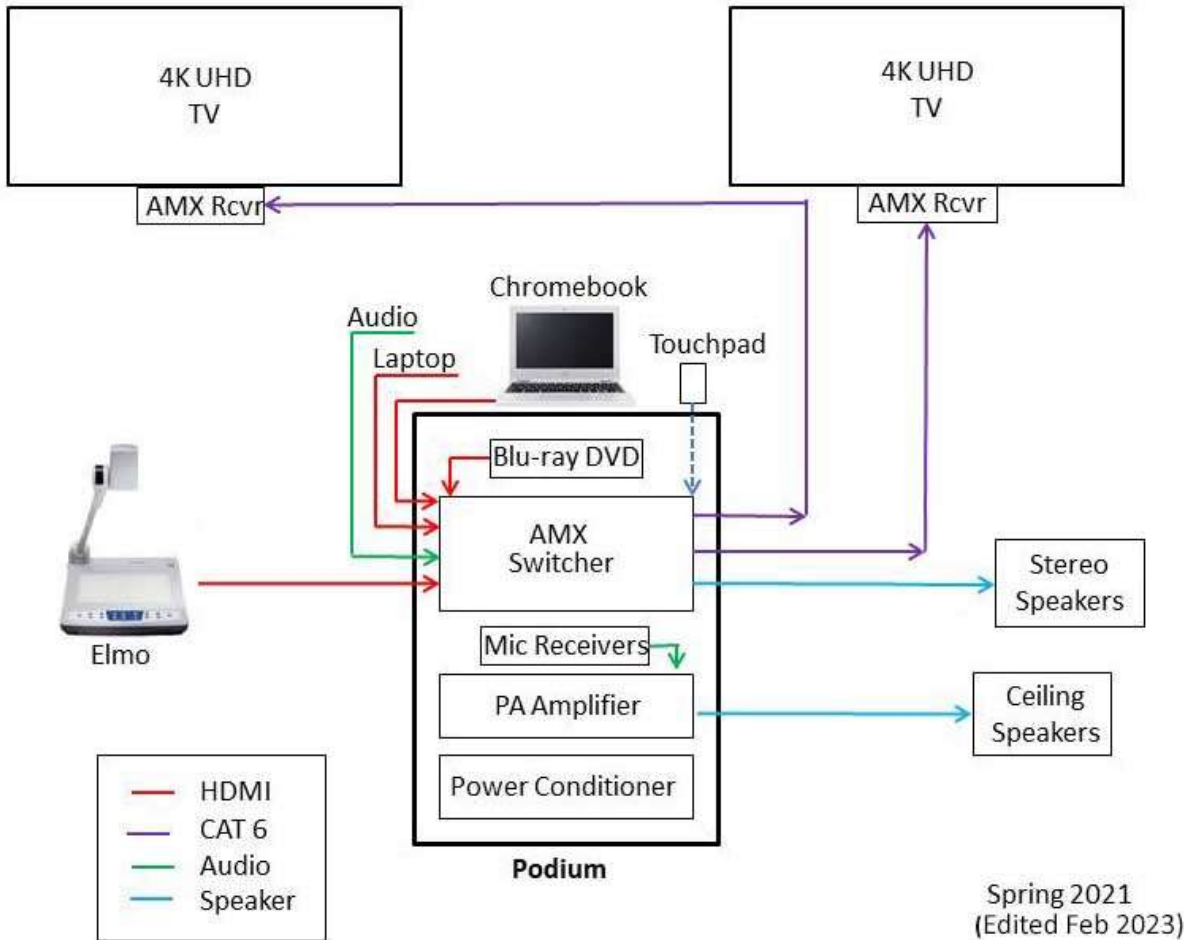- wall-mounted and ceiling **Speakers**.

Classroom A

The Podium includes:

- **Chromebook**
- **Mouse**
- **Touchpad**
- Electronics **Interface Panel**
- Elmo **Document Camera**
- **Blu-ray/DVD Player**
- Lavalier **Lapel Microphone** (Not in B)
- **Handheld Microphone** (Not in B)
- **HDMI** & **Audio cables** and **Slide clicker**

Blu-Ray DVD Player

AMX Switcher

Electronics Flow Chart

4K UHD TV

4K UHD TV

AMX Rcvr

AMX Rcvr

Audio

Chromebook

Laptop

Touchpad

Blu-ray DVD

AMX Switcher

Stereo Speakers

Elmo

Mic Receivers

PA Amplifier

Ceiling Speakers

Power Conditioner

Podium

— HDMI
— CAT 6
— Audio
— Speaker

Spring 2021
(Edited Feb 2023)

Operation

The **Touchpad** is the central control hub for using the **Chromebook**, **Elmo Document Camera**, a **Laptop**, **Blu-ray DVD Player** or **Auxiliary Audio** sources.

The operation of the **TV Monitors** is controlled through the **Touchpad**. It is activated by touching the screen.

The **Chromebook** can be used to make PowerPoint presentations. Inputs to the Chromebook are provided via USB flash drive on the **Electronics Interface Panel** or directly into the Chromebook.

The **Elmo Document Camera** allows documents to be displayed via the **TV Monitors**.

In addition to two **Media Speakers**, a set of ceiling mounted **Public Address Speakers** are available for use with the microphones.

The **Electronics Interface Panel** allows the instructor to connect their **Laptop** (Windows or Apple). It also permits external audio devices, such as a **Smart Phone** to be used.

Quickstart Guide

Touch the control screen to start:
Then select which piece of equipment you want to use, such as "Chromebook" or "Doc Cam." Both the TVs will automatically project it.

NOTE: Please touch "Shut Down" in the top right corner of the control screen when your class is finished, and turn off the Chromebook as well.

Turn on the Chromebook

If you plan to use the Chromebook, you can turn it on by opening the cover and it should automatically power on. If not, press the power switch which is located on the upper righthand side, on the outside edge of the keyboard.

Next: **Login to the OLLI Classroom_ account** (Classroom specified)
The password is: **instructor1234**

To play a DVD:

- To insert a DVD into the player located on the front of the podium, press the "eject" button.
- Select "Blu-ray" on touch screen.
- The DVD will automatically show on the TV screens.
- There is a remote control for the DVD player in the podium drawer.
- Eject the DVD from the player by pressing the "eject" button.

## To use the Document Camera:

- Touch "Doc Cam" on the control screen
- Press the power button on the document camera to turn it on.

Switching applications:

You can switch back and forth between showing the Chromebook, the Document Camera, and other applications by using the podium control screen. Select the button for the device you would like to use.

AFTER HOURS I.T. HELP:

If you need tech help and the OLLI office is closed, please call **SOU I.T. Help Desk** at **541-552-8900**. They are open until 6:00 pm and will send someone to assist you. Please allow 5-10 minutes for them to walk over to the Campbell Center.
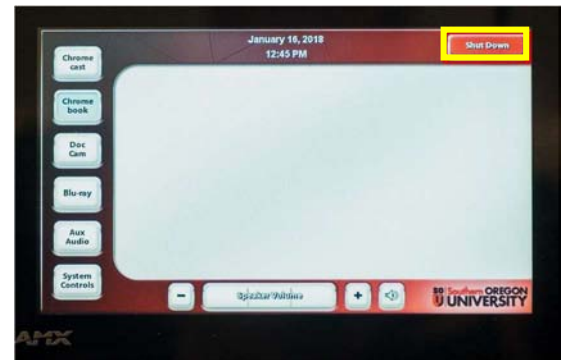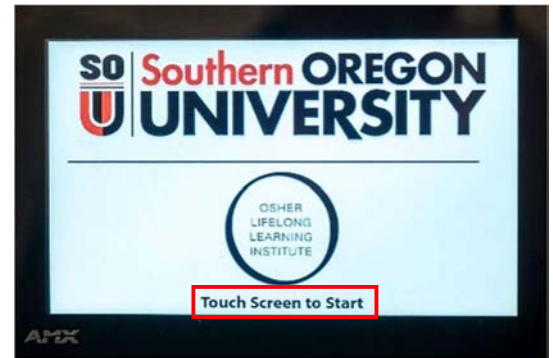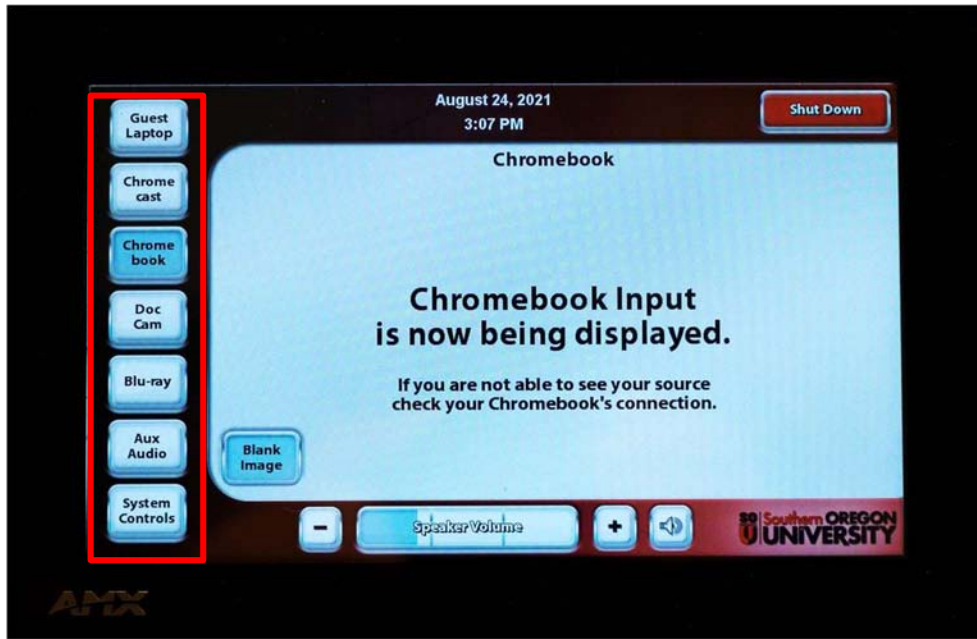
Using the Touchpad Control Screen

The Touchpad Control Screen is very simple to operate. If the system is off, you will see the welcome screen. To start the system, just touch the screen.
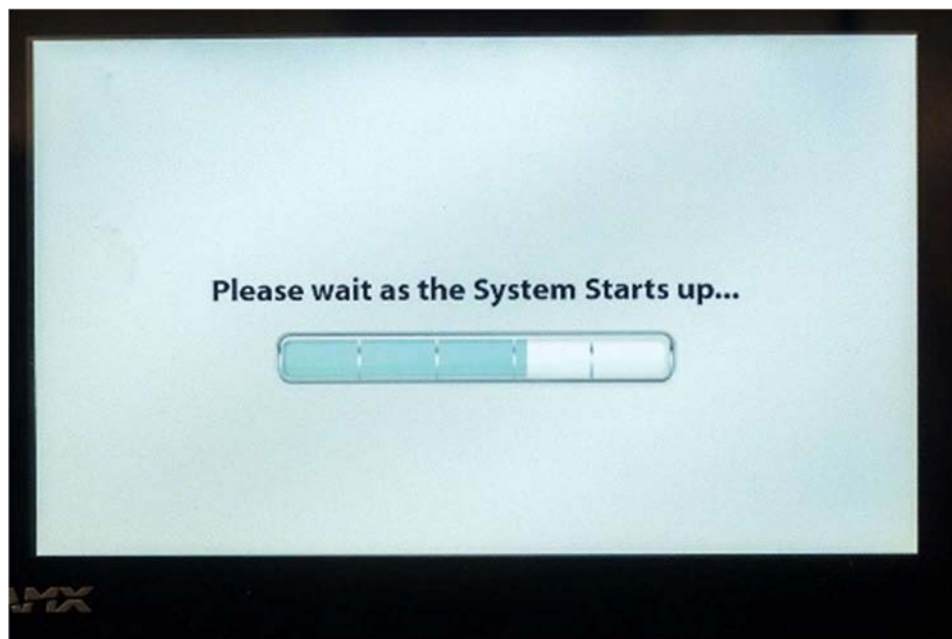
There will be a brief startup time and you will see this progress bar.

You will be taken to the main screen where you will have options to:

1) Project your **Guest Laptop** (Windows or Mac laptop, or iPhone/iPad) via a HDMI input on the top of the podium. See **Troubleshooting** section below if your device does not have an HDMI port.

2) Project an input via the **Chromecast** device. (Currently available only in Room A)

3) Project the OLLI **Chromebook**. (Shown above)

4) Project the **Doc**ument **Cam**era (*ELMO Visual Presenter*).

5) Project a DVD or **Blu-ray** disk or listen to a CD disk over the media speakers.

6) Play **Aux Audio** from a phone or other player via the 3.5mm cable.

There are instructions for each input in the following pages.

Projecting the Chromebook
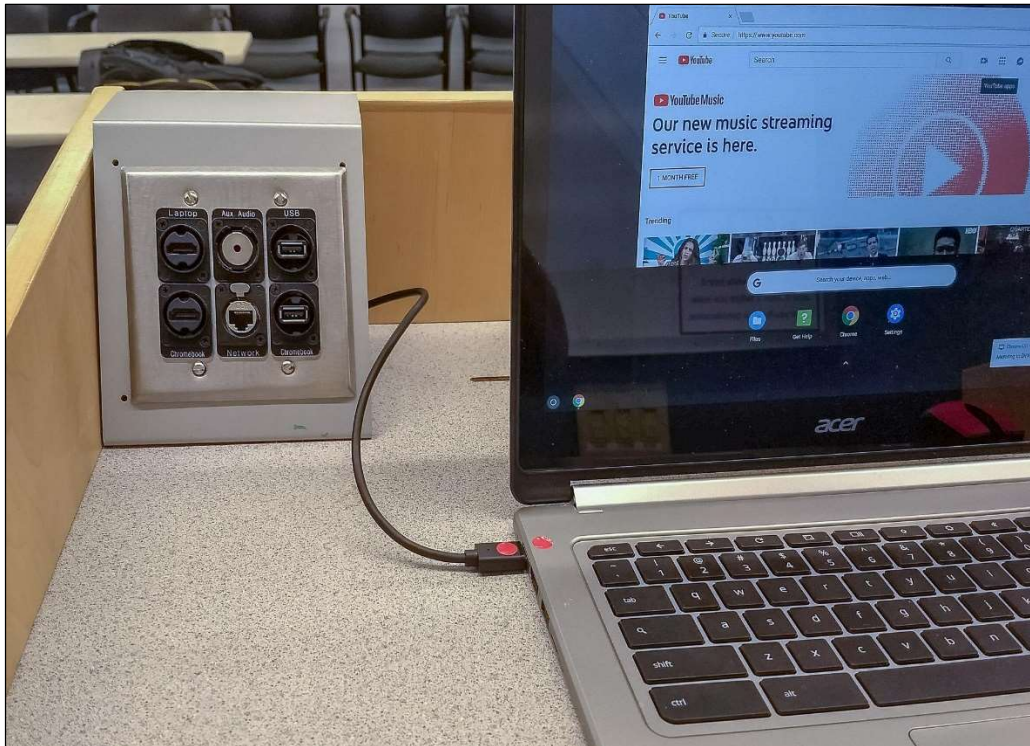
The Chromebook is normally connected and ready to go on the podium. If it is not, plug the single USB-C cable into the side of the Chromebook. Alternately, contact tech support in the OLLI office to reconnect it. The cable end and the Chromebook have color dots to indicate where the cable connects.

Be sure that the cable is pushed all the way in. If you have any problem check to be sure the connection is tight.
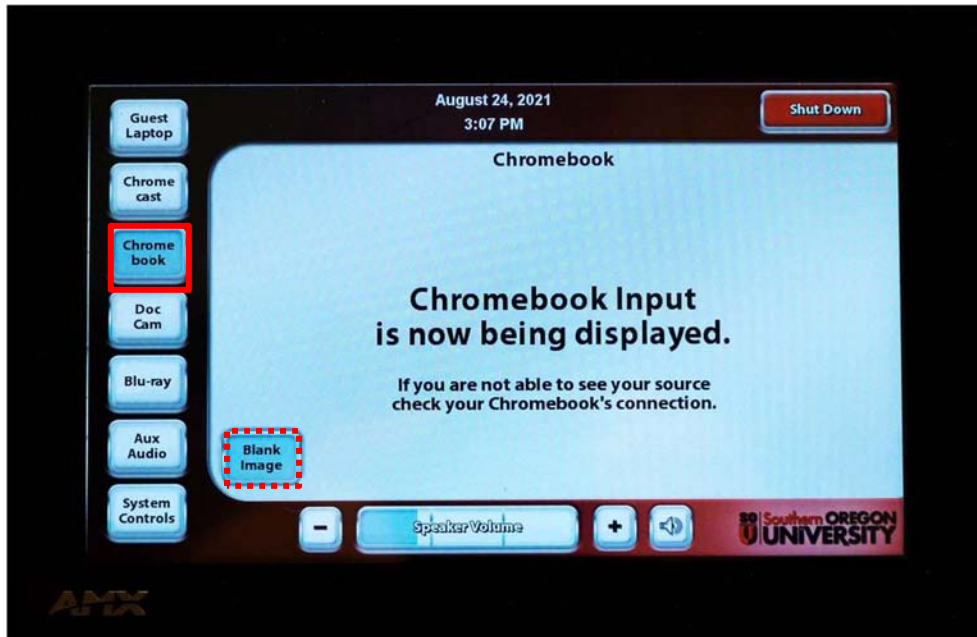
To display the Chromebook screen, press the Chromebook button on the touch screen.

The input will change to the Chromebook and whatever is showing on the Chromebook screen will appear on the TV screens.

NOTE: If you do not see the Chromebook screen on the monitors, see the Troubleshooting page for help or ask for technical help in the OLLI office.

There is a button on the touchscreen labeled **Blank Image** that you can use to temporarily stop projecting the Chromebook on the TV screens. When it is active it will be flashing. Press it again to resume showing the Chromebook screen.
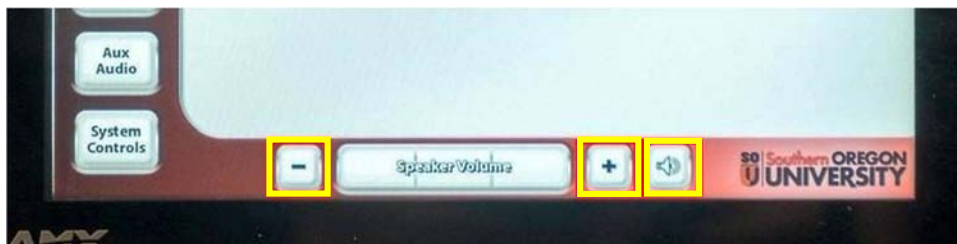
Chromebook Audio Control

There are at least three level controls that you need to be aware of for most audio coming out of the Chromebook.

1) The settings in the **application**. For example, a YouTube video has its own audio control at the bottom of the video.

2) The **Chromebook** volume controls that are located at the upper right of the keyboard.

3) The **projection system** which has level controls at the bottom of the touch screen.

Use the **+** button to turn the audio level up; use the **–** button to turn the level down; use the button with the speaker icon to mute or unmute the system.

Projecting the Document Camera

The document camera is used to project an image of any item on its platform through the TV monitors. This includes any 2- or 3-dimensional object.

Turn on the document camera by pressing and holding down the power button. The button light will turn blue when it is on. It takes a few seconds for the camera to fully boot up.
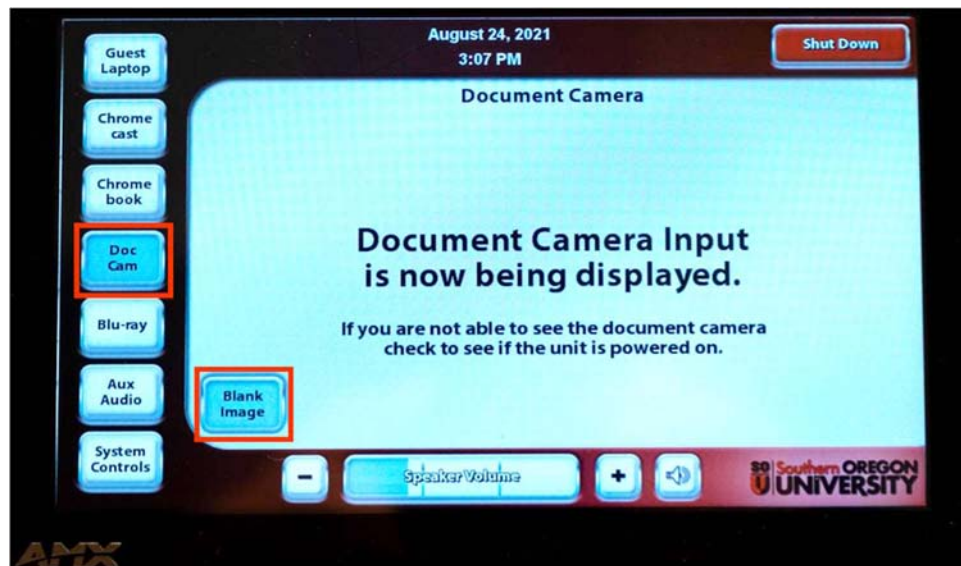
With the document camera on, press the **Doc Cam** button on the touch screen.

The input will change to the document camera and it will appear on the TV screens.

There is a button on the touchscreen labeled **Blank Image** that you can use to temporarily stop projecting the document camera on the TV screens. When it is activated, it will be flashing. Press it again to resume showing the camera.

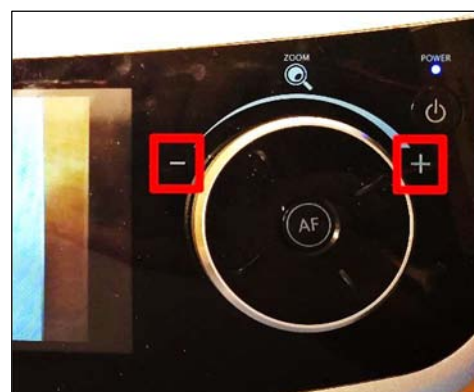## Adjusting the Document Camera

The document camera can be used to display any 2-dimensional or 3-dimensional object. However, for thicker objects, the camera won't necessarily be able to display the full image in focus.

When displaying an object, not all of the object will be shown on the TV monitors. What is actually displayed is shown in the monitor screen at the bottom end of the document camera.

If the object is at the maximum zoomed out range, it may need to be moved up or down. For instance, to view a page of text, zoom in to the full width of the page for best resolution. Then move the page up as required.
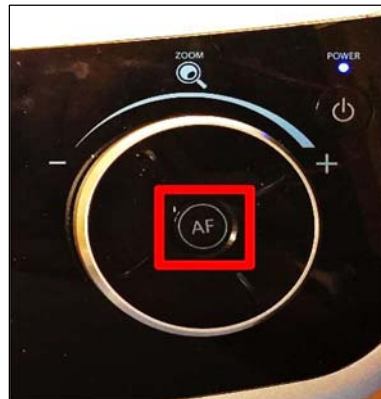
You can zoom the camera lens by using the dial on the control panel, turning it left to zoom out or turn it right to zoom in.
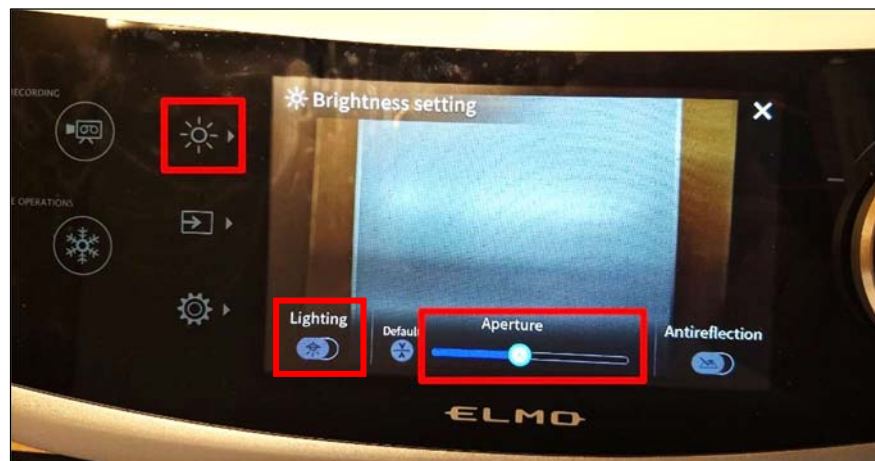
Alternately, you can use the knob on the side of the camera to zoom.

To activate auto focus, use the **AF** button in the center of the dial.

The document camera can operate with the ambient light in the classroom, such as might be provided by the podium light. However, it also has its own light source.

To use the available lighting features, press the **Brightness setting** icon on the upper left side near the monitor screen. This will open a screen of options on the monitor.

Turn on the document camera light by pressing the **Lighting** button. You can adjust the brightness using the **Aperture** slider.

For shiny (reflective) objects, the **Antireflection** button can be turned on.

Turning the Document Camera Off

When you are done using the camera, turn it off by pressing the **Power** button for a few seconds. The light will turn red when the document camera is off.

Alternate Document Cameras

The above description does not apply to all of the classrooms. For instance, in Classroom B, an earlier model of Elmo is used:

To turn on the document camera, press button on top right. To turn on the light, press button on the bottom.
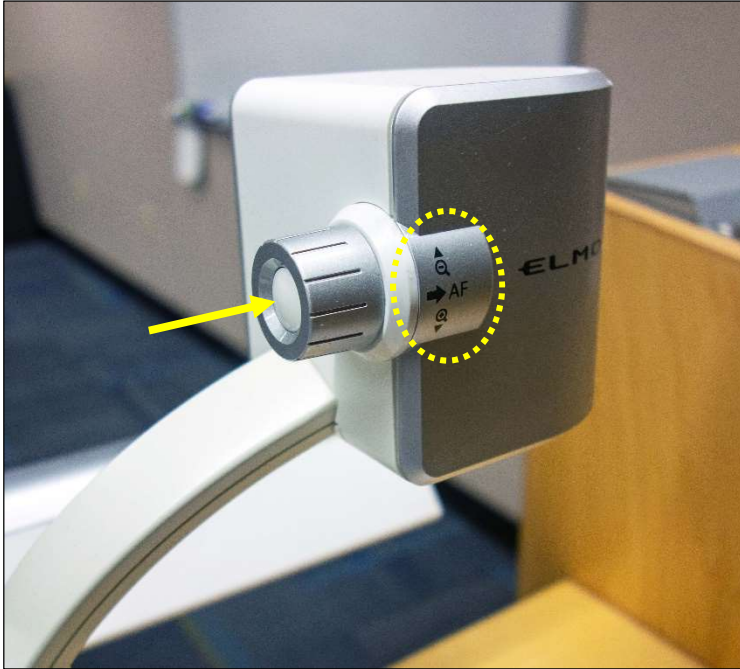
To autofocus, press button on right side. To adjust the zoom, turn knob up or down.

Projecting a Blu-ray or DVD Disk

The system has a Blu-ray player which is capable of playing virtually every Blu-ray, DVD, and audio CD format. The front USB slot provides access to MP3, WAV, MP4, WMV, JPG, PNG, GIF files, and more from a standard thumb drive.

The Blu-ray player is located at the top of the equipment rack in the podium.

To project the Blu-ray player press the **Blu-ray** button on the touch panel.
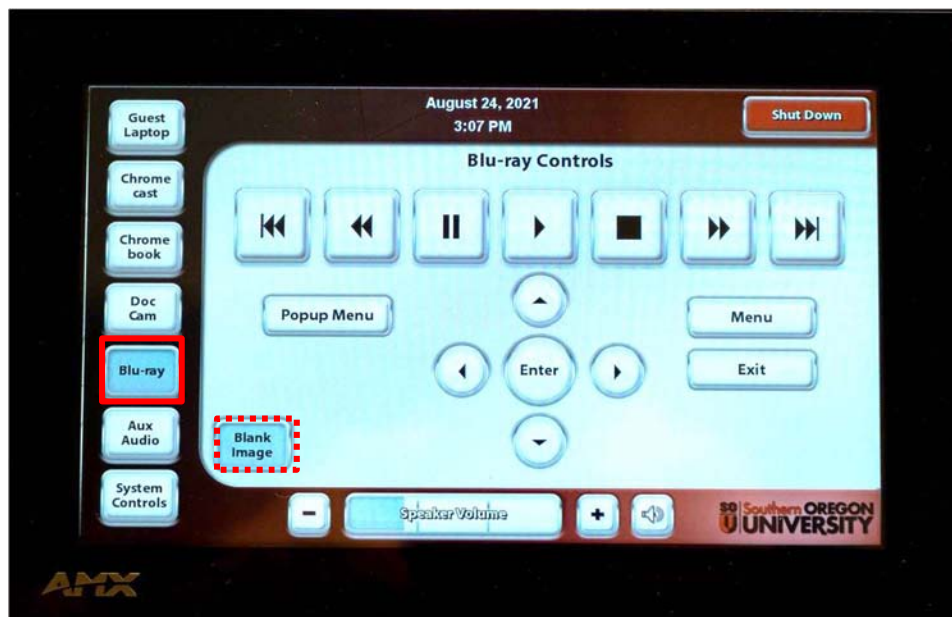
The input will change to the Blu-ray player and you will see the Blu-ray controls on the touchscreen and the player's startup screen on the TV screens.

To insert (or remove) a disk, press the **Eject** button on the front of the player.

As shown in the previous figure, the touch screen has all the normal controls to select disk menu items, play, pause, fast forward and rewind a video. It also has the volume control for DVD audio.

There is a **Blank Image** button to temporarily stop projecting a DVD while keeping your disk in the mode you left it.

NOTE: You can cue the video to the place you want to start before class and the player will hold that spot indefinitely.

If you find it difficult to watch the TV screens and use the touch panel controls, you can use the Blu-ray remote control which is stored in the podium drawer.

NOTE: You may have to adjust your aim and point it in the general direction of the white board behind the podium. The signal will bounce off the white board and into the Blu-ray player. It has been tested and works from the rear of the room.

Playing Audio

There is an **Aux Audio** input that you can use to play music or audio from your phone or other device with a 3.5mm output.
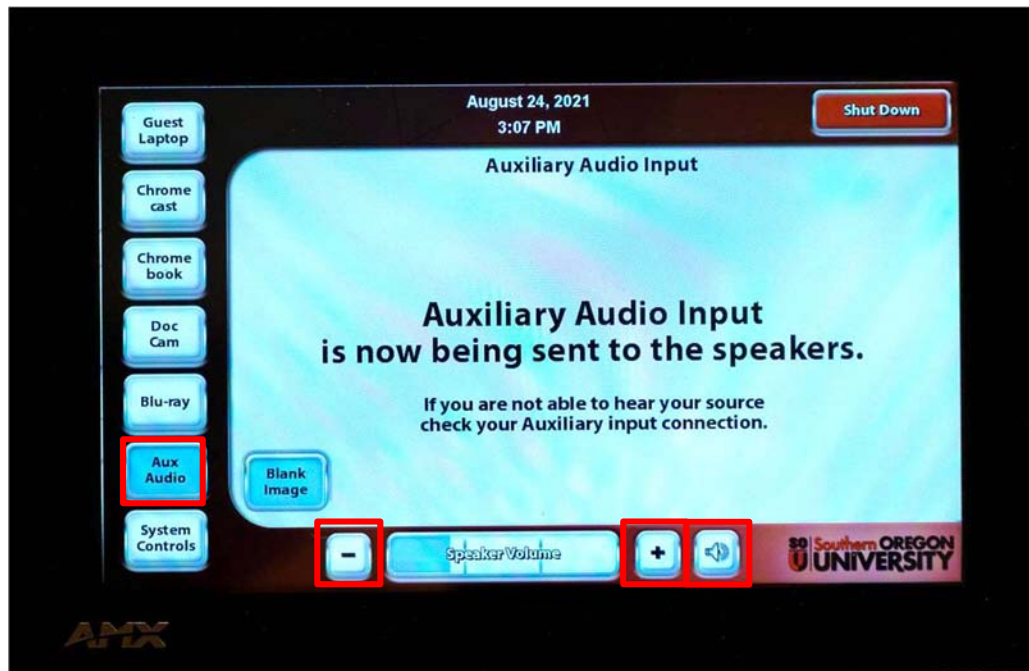

Plug the **Aux Audio** cable, which is stored in the podium drawer, into the Aux Audio input jack.

Connect the other end of the cable to your device.

NOTE: If your device does not have a 3.5mm output you will need to supply an adapter.

Press the **Aux Audio** button on the touch panel.

This will take you to the Aux Audio control screen where you can control the volume using the **-/+** buttons. You can also mute and unmute the audio by pressing the button with the speaker icon.

Remember that there is also a level control on your device and there may be a level control in the application you are using to play the audio file. All three must be set appropriately for good audio.

NOTE: When you select Aux Audio on the touch screen, the previously selected video input will remain live on the TV screens. So, for example, you can show a PowerPoint presentation while playing music from your phone. This can also be used to play audio when using a VGA connection that only handles video.

Projecting (Your) Guest Laptop


or

Electronics Interface Panel

To project your laptop, you need to connect it to the system via the HDMI port on the top left of the podium. The port is labeled "Laptop". There is an HDMI cable in the podium drawer. The HDMI cable carries both video and audio into the system.

If your laptop or mobile device does not have an HDMI connection (such as Macs, tablets or smartphones), then see the Troubleshooting section for the adapters you will need.

Once you are connected, press the **Guest Laptop** button on the touch screen. The input will change to your laptop and it will appear on the TV screens.

NOTE: You may need to change display settings on your laptop in order to activate the display. Depending on your application the screens may be mirrored or extended.

There is a button on the touchscreen labeled **Blank Image** that you can use to temporarily stop projecting your laptop on the TV screens. The Blank Image button will flash when it is activated.
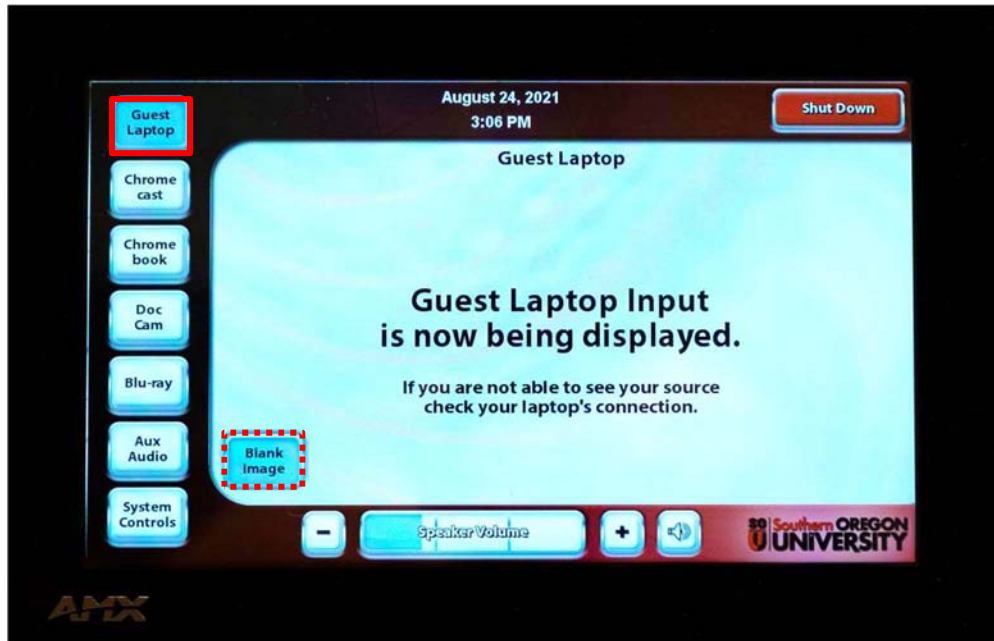
There is a power outlet that you can use for your laptop near the bottom of the podium or below the shelf on the left side of the podium.

Laptop Audio Control

There are at least three level controls that you need to be aware of for audio:

1) The settings in the **application**. For example, a YouTube video has its own audio control at the bottom of the video.
2) Your **laptop** has controls for audio levels, often at the top of the keyboard.
3) The projection system has controls at the bottom of the **touch screen**.
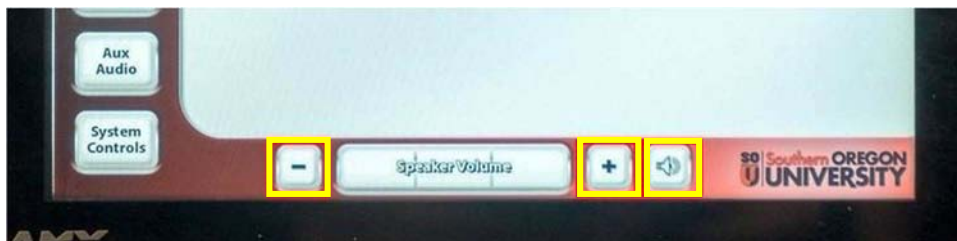
Use the **+** button to turn the audio level up; use the **–** button to turn the level down; use the button with the speaker icon to mute or unmute the system.

Using PowerPoint on the Chromebook

Open Your Presentation File

If you are using a file you brought to the class, plug your thumb drive into the **USB** port on the podium. This port is only active when using the Chromebook. Alternately, you can plug your thumb drive directly into the Chromebook USB slot.
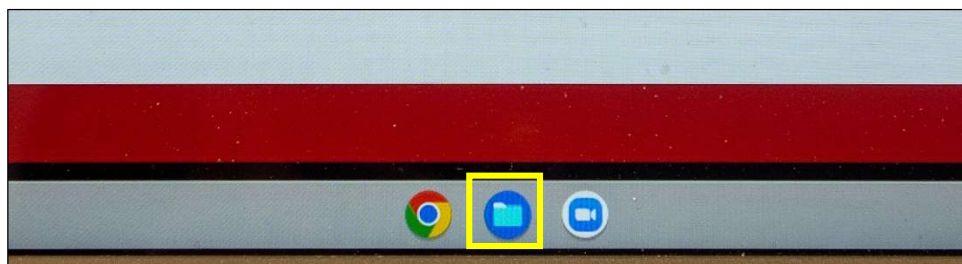

Launch the **Files** app to find your presentation file.

NOTE: From the desktop you can also access other apps including the Chrome browser, Files and Zoom.

Locate your thumb drive in the left-hand column. Click on it to display the folders on it. Select the folder with your presentation. Double click on your file to open it.
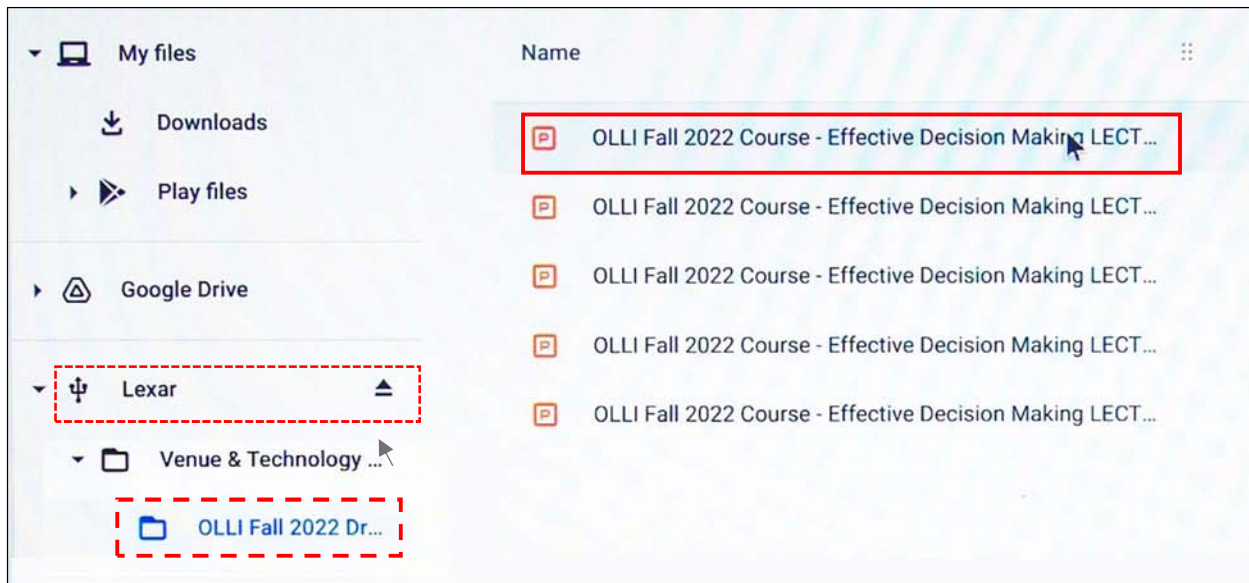
Press the **Slideshow** button at the top right of the screen. Then select **Start from beginning** to begin the slideshow.
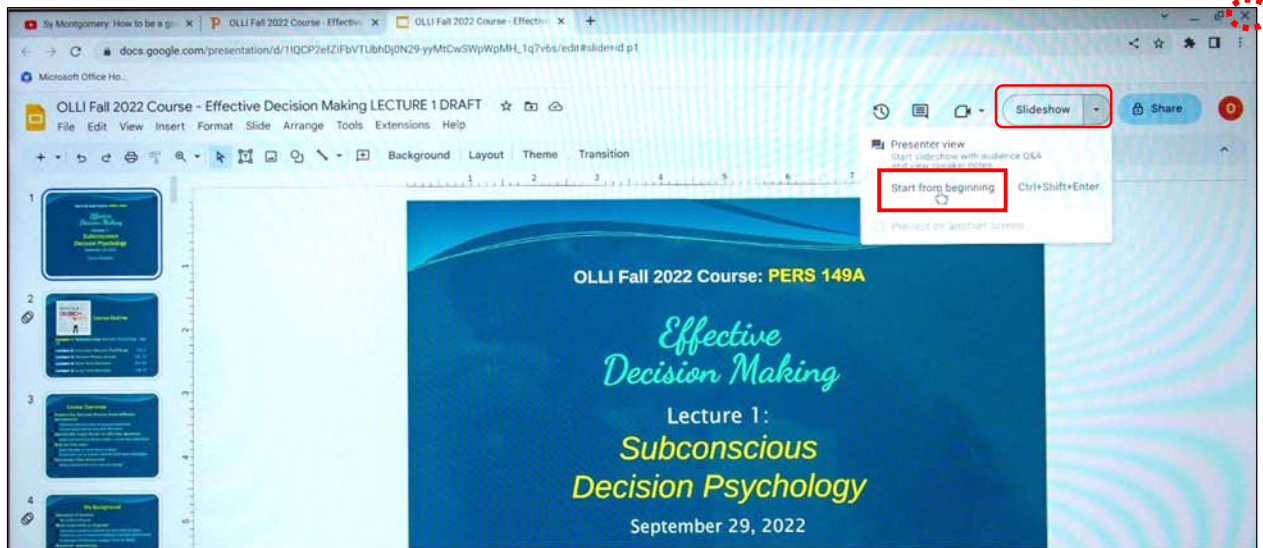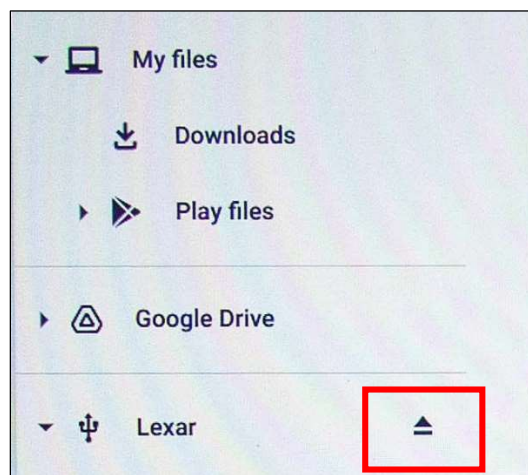

When you are finished press the "**esc**" (escape) key on the keyboard to get out of the slideshow mode.

Quit PowerPoint by clicking on the **x** icon at the top right of the screen.

# To properly eject your thumb drive

Launch the **Files** app.

Find your thumb drive in the list and click the eject icon next to it. Once your thumb drive name disappears from the list you can safely remove it from the USB hub.

To Shut Down the Chromebook

When you are done using the Chromebook you can simply close it. It will go to sleep but remain logged in for the next user. It is not necessary to log out of the Chromebook normally but if for some reason you think it is required:

Click on the icon at the bottom right corner of the screen. This will open a settings dialog box. Click on the **Sign out** button and you will be taken back to the login screen.
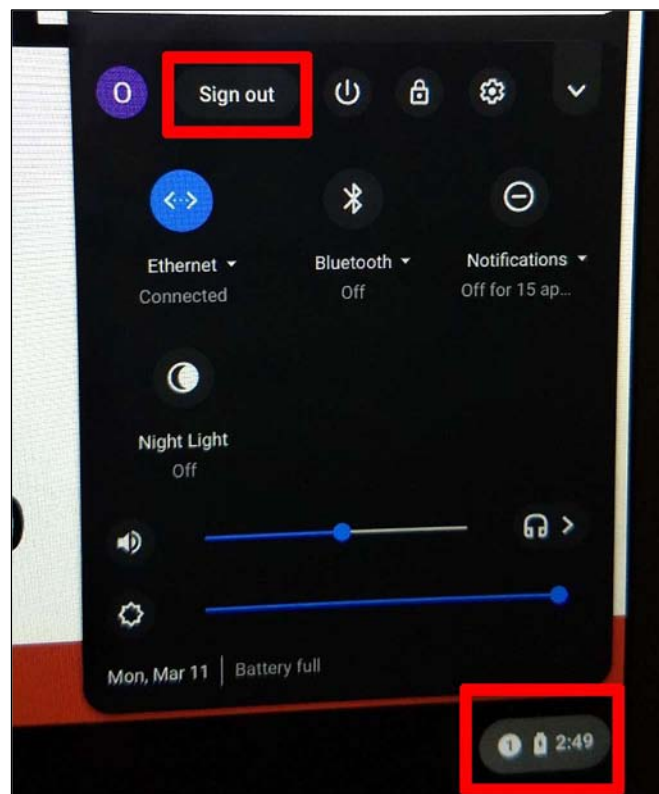
Close the Chromebook and turn off the TV projection system using the Control Screen.

Turning the System Off

It is important that you shut down the system when you are done using it to lengthen the life of the equipment and conserve electricity. Shutting the system down is a simple, two-button process.
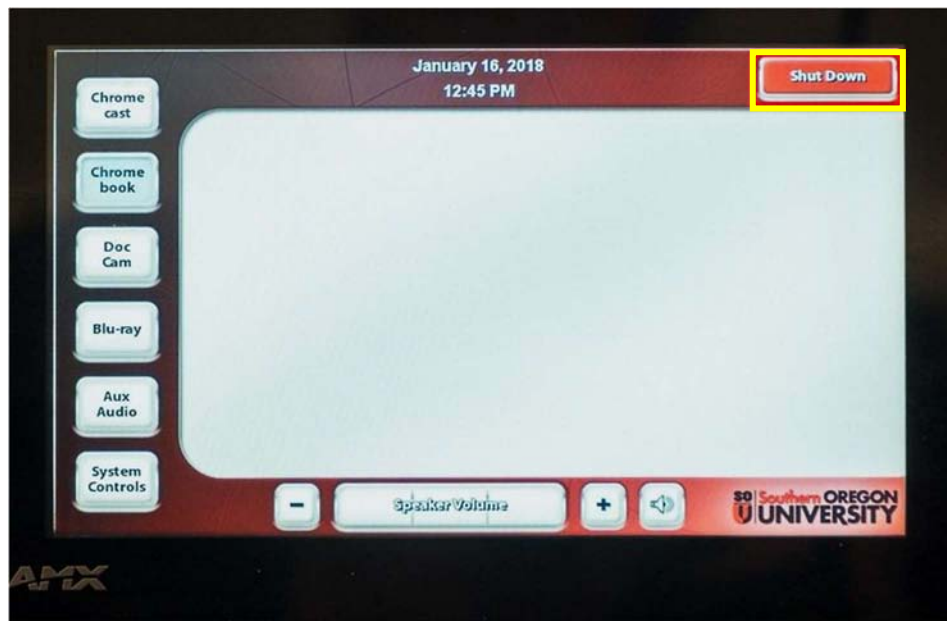
Press the **Shut Down** button that is at the top-right of all of the function screens.
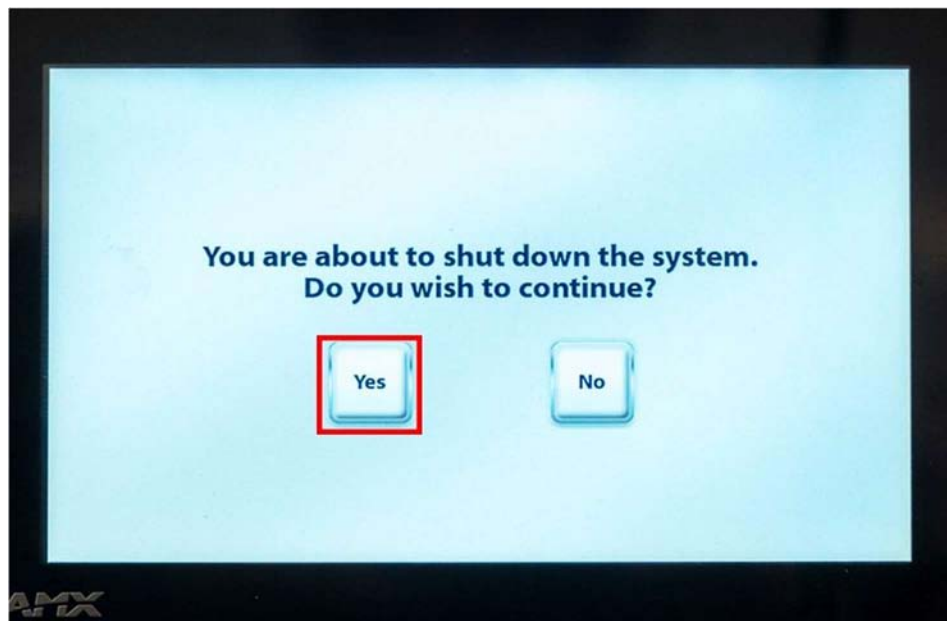
The system will respond with a request to confirm that you want to shut down the system. If you want to shut down, press the **Yes** button. If you hit Shut Down by mistake, press the **No** button, and you will be returned to the screen you came from and everything will remain in its previous state.

The shutdown is complete when you have returned to the start screen.

Microphones

The system has two microphones in all the classrooms (except room B), a wireless **Handheld Microphone** and a wireless **Lavalier Microphone**. Both microphones are connected to the round ceiling (public address) speakers that are installed throughout the room. They are stored in the drawer in the podium. If your classroom is equipped with microphones, it is recommended that you <u>use a microphone to help your class hear you more clearly and consistently</u>.


You must turn on the microphone to use it.

The wireless Lavalier mic can be used for more consistent pickup of your voice, especially if you move around while teaching. It is kept in the drawer in the podium and needs to be turned on to work. Classrooms C, D and E have microphones that use special rechargeable batteries. If the battery is dead, see the OLLI office for replacements.

To turn it on, flip the ON/OFF button on the top of the pack. The green power indicator will light. Please remember to turn it off when you are done using it.

To turn on the handheld microphone, press the power button until the green light comes on. Please remember to turn it off when you are done using it.
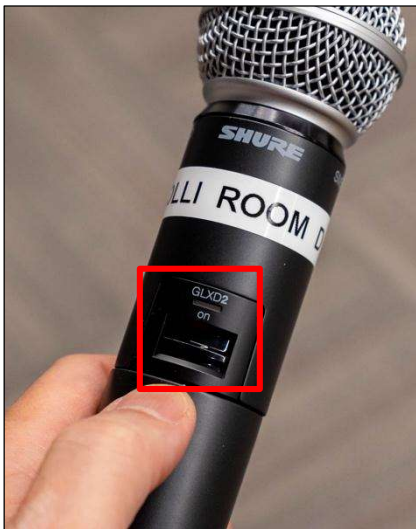
If the green light won't come on, the mic may need charged batteries. If the batteries are dead, go to the OLLI office for replacements. The rechargeable battery clips into the bottom of the microphone case.

The volume level of both microphones is preset and cannot be changed by users. To make your voice louder get closer to the microphone or speak louder. To lower the volume, move away from the microphone or speak softer.

Plugs and Cables

You normally won't have problems with the cables used to connect the system but there is one that is accessible and may become unplugged.
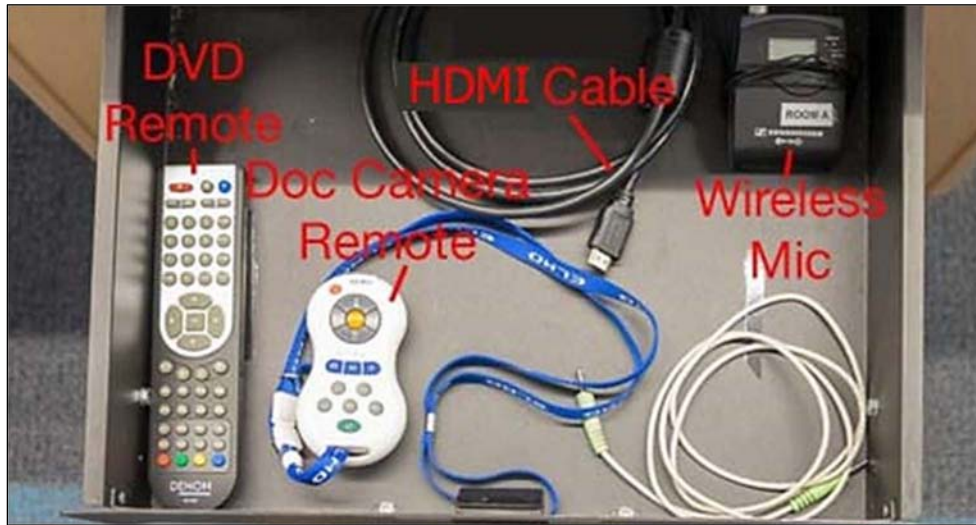
Chromebook Cable Connection
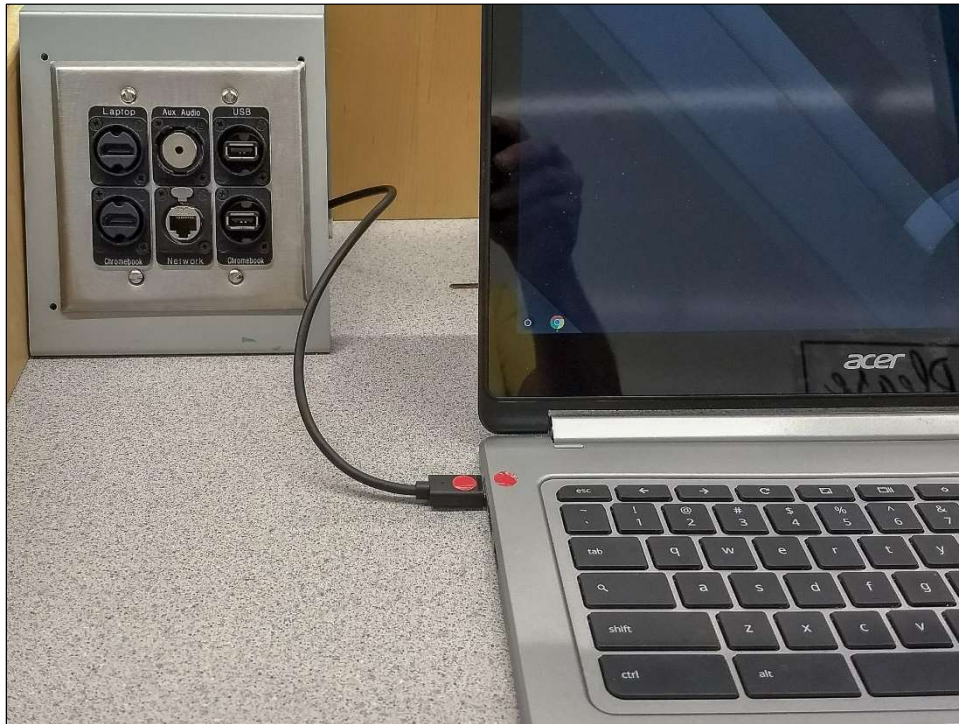
The Chromebook has one cable that provides power, display and USB. The cable that goes into the Chromebook is color coded. If the cable is disconnected, just line up the colored dot and plug in the cable.

If you have any problems projecting the Chromebook, be sure the plug is firmly in place.

Other Cable Storage


There is an HDMI cable in the podium drawer to connect your laptop to the video system. If your laptop does not have an HDMI output you will need to provide an adapter to HDMI. (See examples in the Troubleshooting section).

The Aux Audio cable is also stored in the podium drawer. If your audio playback device does not have a 3.5mm output you will need to provide an adapter to 3.5mm.

Room Lighting

Overhead lighting is provided by three rows of light, in addition to a podium light above the instructor. When entering the classroom, motion sensors automatically turn on the three rows of overhead lights. Alternately, use the light switch next to the door to turn on the lights. The podium light must be turned on separately.

Each row of lights has its own light switch, located on the wall behind the podium. They also have variable brightness controls that are controlled by sliders:
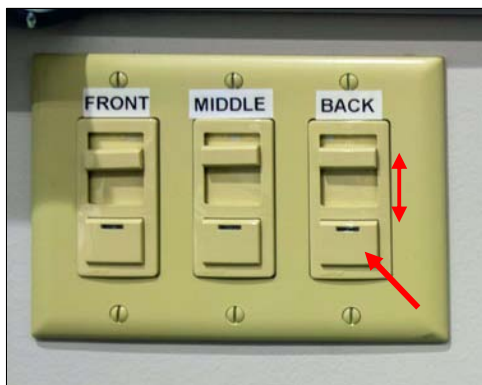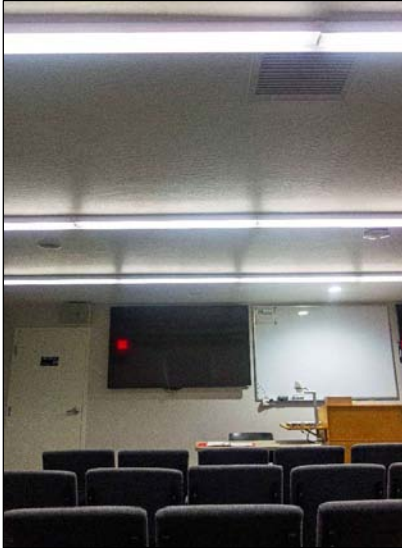

Ceiling Light Bank Switches
(on/off & dimming slider)

Podium Light Switch
(on/off & dimming slider)

Note: If you have turned off the lights (using the pushbuttons) with the switches behind the podium, please turn them on again before you leave the classroom. This will allow the motion sensors to be activated when the next instructor uses this classroom.

View from Last Row in Room D

View from Podium

The view from the back of the room with all lights turned on is shown on the left. For comparison, the view from the podium is shown on the right.

The reason that the two TV monitors do not reflect these lights is that the three banks of lights have baffles attached to them on one side. The consequence is that the instructor needs to adjust the three banks of lights to provide a comfortable viewing experience for the classroom audience.

Viewing Video

For watching a video:
- All the room lights could be turned off.
- Alternately, Back Row of lights on at a lower brightness.

Lecture Presentation

For a presentation, using the TV monitors:
- Podium light turned on.
- Middle and Back lights could be turned on at lower brightness to allow students to take notes.

Of course there is also the option to open the room window blinds in the back of the room.

Consider spending a few minutes getting familiar with these controls. At the start of your lecture, you might also ask for feedback from the students.

Troubleshooting

There is just a desktop image, not my application, on the TV screens

Sometimes on startup the TV screens will only display the desktop and not the active window. This may result from an issue with the display settings.

Chromebook:

1) To check and fix this situation, move your cursor to the bottom of the Chromebook display over the icon at the lower right corner of the screen. Click once.
2) Click again on the left-most, gear-shaped icon. That brings up the Settings window.
3) Scroll down to the "Device" area, and click on "Displays."
4) Make sure that **Mirror Internal Display** has a blue check box.
5) The TV screens should now display your screen content.

Laptop:

1) Go into "Settings"
2) Select "Displays"
3) Select "Multiple Displays"
4) Select **Duplicate (Mirror) these Displays**
5) The TV screens should now display your screen content.

If you need further assistance, please contact tech support in the OLLI Office.

The Chromebook won't let me access my thumb drive

Your thumb drive must be formatted as a FAT drive (FAT16, FAT32, exFAT). If your thumb drive was formatted in a Macintosh OSX format it will not be able to be read by the Chromebook.

My device (laptop / tablet / smartphone) doesn't have an HDMI port. Which adapter do I need?

An HDMI cable is used to connect your device to the classroom equipment. If you do not have an HDMI port on your device, you will need an adapter. Cost will range from $5 to $25.

If your device has:	**You will need:**
 1. USB-C (Thunderbolt 3) port	 USB-C to HDMI adapter
 2. iPhone or iPad Lightning port	 Lightning to HDMI adapter
 3. Mac laptop Thunderbolt or or Mini DisplayPort	 Thunderbolt or Mini DisplayPort to HDMI adapter

4. VGA port

VGA to HDMI adapter + audio cable

5. USB-A port

USB-A to HDMI adapter

6. Mini or Micro-HDMI port

Mini/Micro-HDMI to HDMI adapter

7. DisplayPort (DP port)

DisplayPort to HDMI adapter

8. DVI port   DVI to HDMI adapter + audio cable

If you need assistance, contact tech support in the OLLI office.

For more information on Apple ports, see https://support.apple.com/en-us/HT201736.

My PowerPoint presentation doesn't display on the Chromebook with the same formatting as on my home computer.
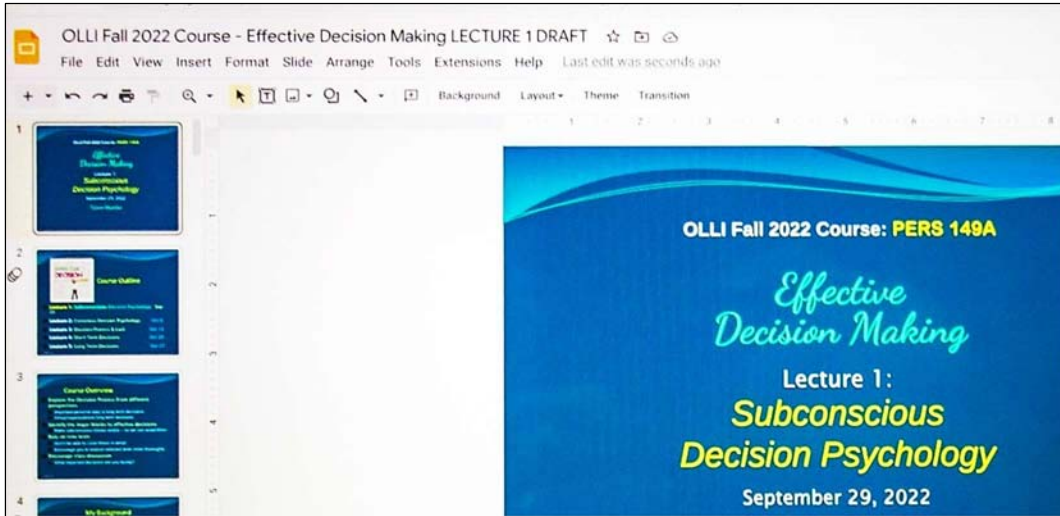
You can avoid this problem by **using your own laptop for the presentation**.

Alternately **convert the PowerPoint file into a Google Slides**. This provides clearer formatting but may not use the same fonts as your original:

In the Chromebook File folder, select **Save as Google Slides**.
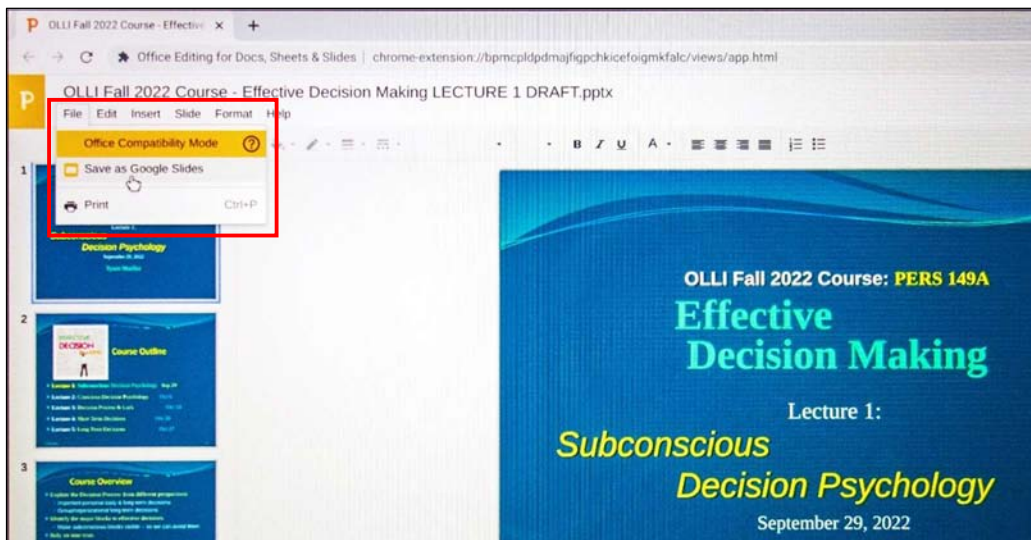
PC file on Chromebook

Converted Google Slides file on Chromebook

PowerPoint FAQs

How do I open a PowerPoint from a thumb drive?
- Insert your thumb drive into a USB port.
- Navigate to your file and click on it.
- The PowerPoint app installed on the Chromebook will open the file.

Can I use a remote control "clicker" to advance the slides?

There is a clicker is in the podium drawer. You must insert the USB dongle (also known as a USB transceiver) from the clicker and plug it into a USB port in order to use the clicker.

The laser pointer on the clicker has been disabled. Laser pointers do not work on high-definition TVs. The light is absorbed by the TV screen, not reflected by it. What's more, there's some evidence that laser beams may actually harm the TV screen pixels, so we discourage their use in OLLI classrooms.

Is there a way to use "Presenter View" to see my notes and/or the next slide?

Presenter view is a premium feature available in some versions of PowerPoint, but is not functional on a Chromebook. Your options are:

- **Option #1**: If you have one, **use your laptop** that has a full version of PowerPoint installed on it. Nearly all laptops can be connected to the classroom computer system.

  If you do not have a laptop, the I.T. assistant can provide one with PowerPoint installed. But this laptop is for classroom use only and cannot be taken home, so it's usually best for instructors to use their own laptop.

- **Option #2**: If you **build your presentation in Google Slides**, Google's free version of a presentation program, then you can use Google Slides Presenter View.*

- **Option #3:** Open a PowerPoint file in Chrome by right-clicking on it and selecting "Open With Office Editing…". Then click "File" and select "Save As Google Slides." This will convert the PowerPoint file into a Google Slides file, then you can use Google's version of Presenter View.*

* Special note about using Google Slides' Presenter View (<u>not</u> applicable to PowerPoint). This is pretty complicated, but tech-savvy folks may be OK with it.

- In the Chromebook's settings (accessed via desktop, then click in lower-right corner to reveal options) click gear icon ⚙.
- Scroll to the "Device" section and click on "Display."
- Set the Display to "Extended View" (not the default, which is "mirrored") by un-clicking the "mirror display" option.
- Close the Settings window.
- Open the Google Slides presentation.
- Click on the "Present" button near the top-right of the screen.
- At the bottom of the screen, click the "notes" feature icon to see Google's version of Presenter View. This will pop up the notes in a second browser window.
- Looking back and forth from the Chromebook and the TV, use the mouse to grab the top of the browser window containing the presentation and drag it to the right side of the Chromebook monitor until the presentation window is on the TV only. This is possible because, while in extended view, the TV is now acting like a second monitor.
- Once the window with the presentation is entirely on the TV, maximize it to make it fill up the screen.
- If you left the window with the notes on the Chromebook monitor, you will now have the presentation mode on the Chromebook, while students will only see the presentation on the TV.
- If you do this, PLEASE remember to return the Chromebook display setting to "mirrored" when you are done.

Acknowledgments