



**SOU/RCC Higher Education Center
Room 118 Classroom Tech Guide
2024-25**

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For tech help call: 541-956-7038

Light Switches

The control panel for the light switches is located on your right-hand side when you enter the room.

To turn lights off and on press: A, B, C, D

To only turn on/off the light nearest to the projector screen press: B

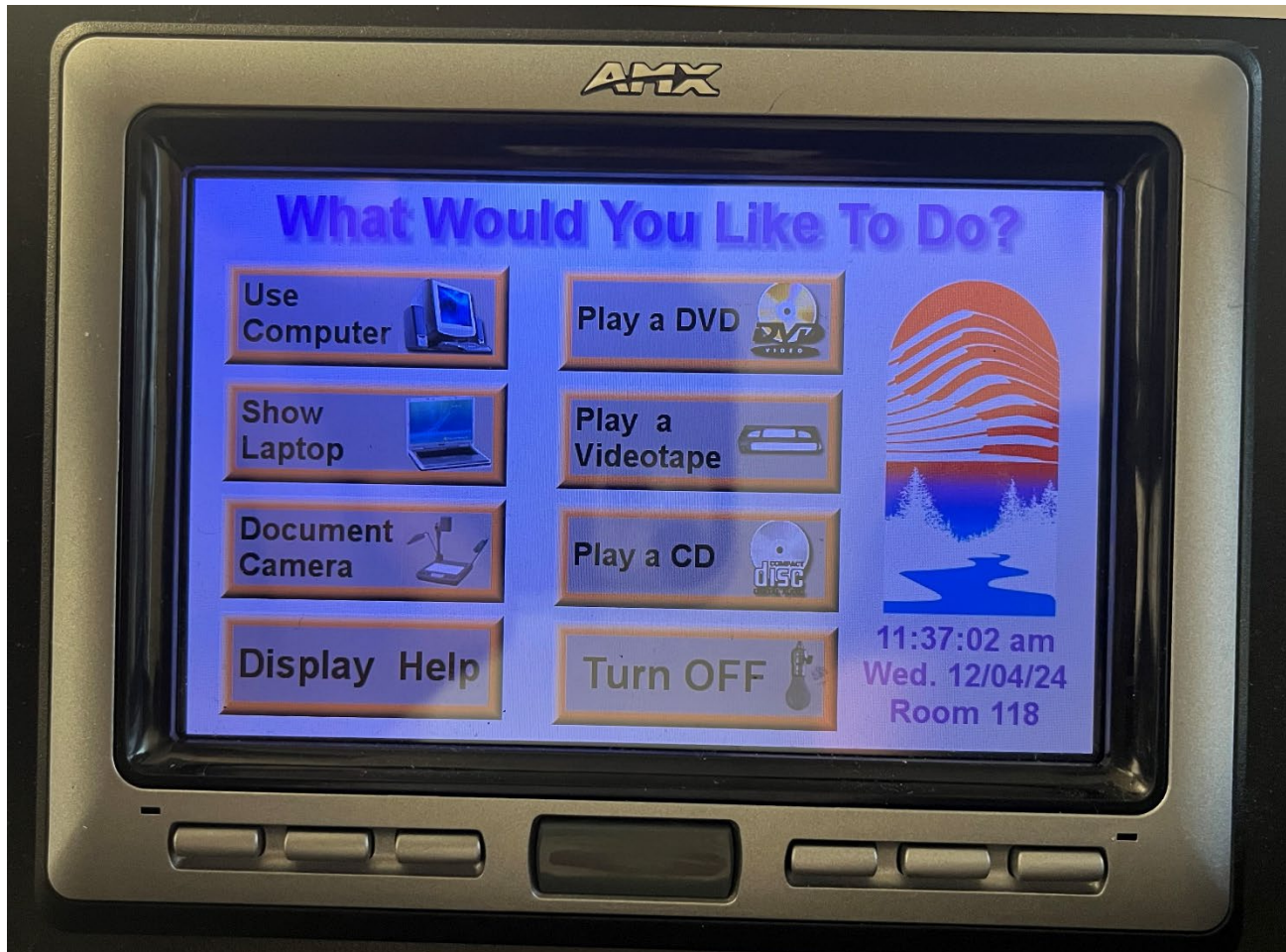
If the light above the button is red the light is on, if the light is green then the light is off.



To dim the lights, press the Auto/Manual button (If the light is green it is on the Auto setting, if the light is red it is on the Manual setting). When the light is red you can dim the lights with the dial below the button.

Using the Touchpad

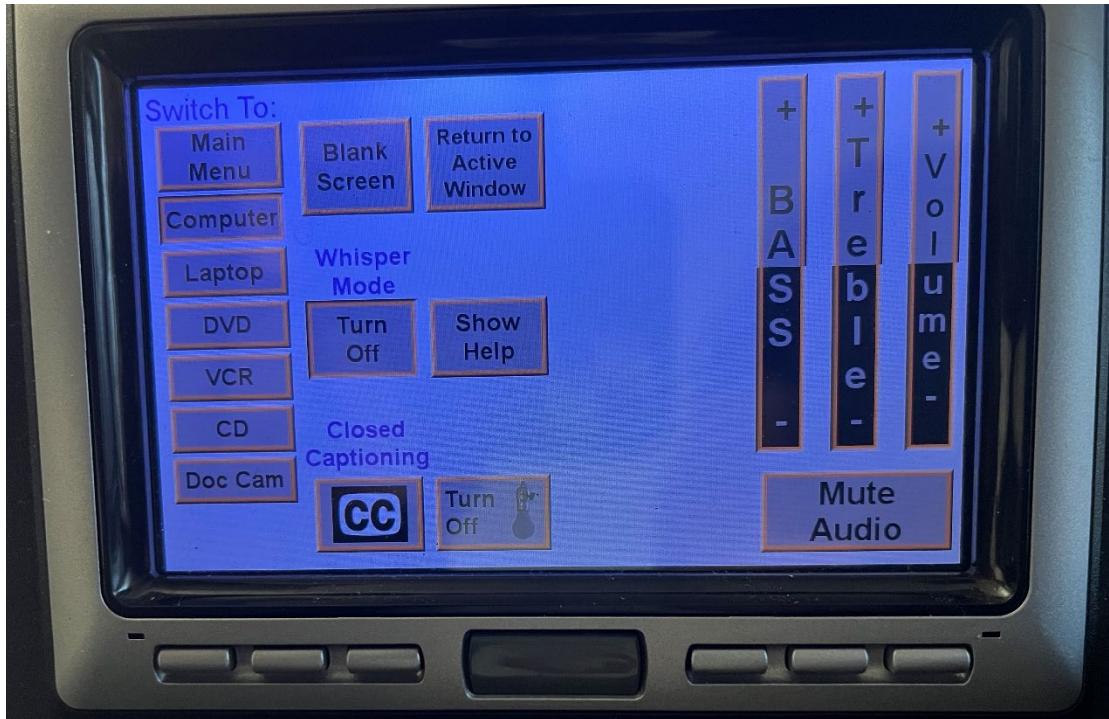
When you enter the classroom, the touchscreen will look like this:



You will mainly be using three different settings:

- Use Computer (When you plan to login and use the built-in HEC desktop)
- Show Laptop (When you plan to connect your personal laptop)
- Document Camera (If you will only be using the document camera)

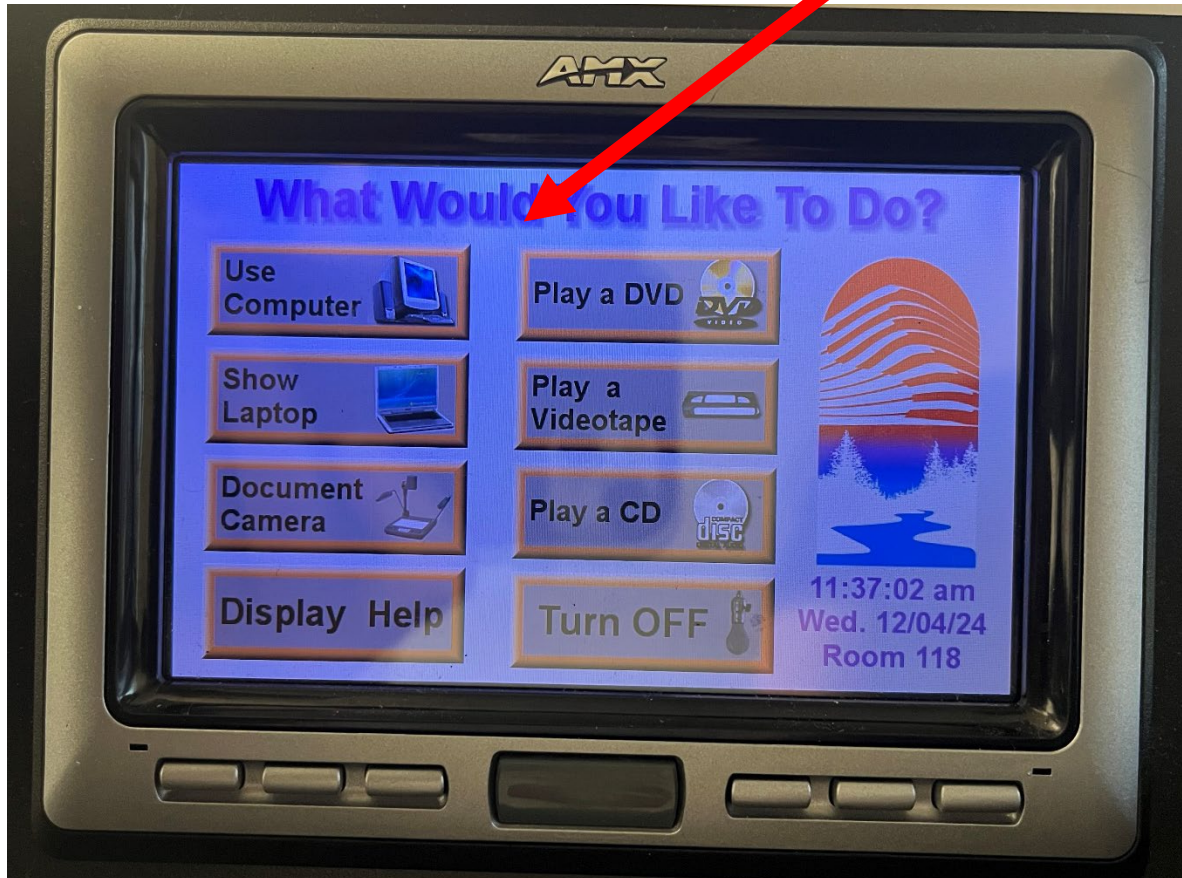
Once you've chosen the setting you want to use, you will see this screen:



1. Brings you back to the main screen
2. HEC computer mode
3. Laptop mode
4. Doc cam mode
5. Volume slider
6. Mute/unmute toggle
7. OFF button

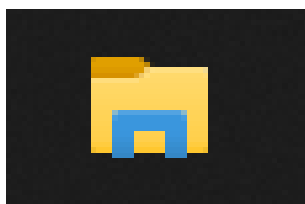
Logging into the HEC Computer

The HEC computer is a Windows based operating system. If you are going to use the built-in HEC desktop then press "Use Computer"



Then, you can login to the desktop using the keyboard and mouse on the podium. Login information changes every term. Look out for an email from the OLLI at SOU Administrative Director towards the start of the term to get the login information. Once logged in, you can use the internet, Microsoft products, play videos, etc.

If you'd like to use a flash drive, insert it into the port on the side of the laptop. Then, you can open the flash drive by going to the File Explorer once you are logged in:



Find the Drive in the folder and access any pre-made documents or presentations.

Connecting a Personal Laptop

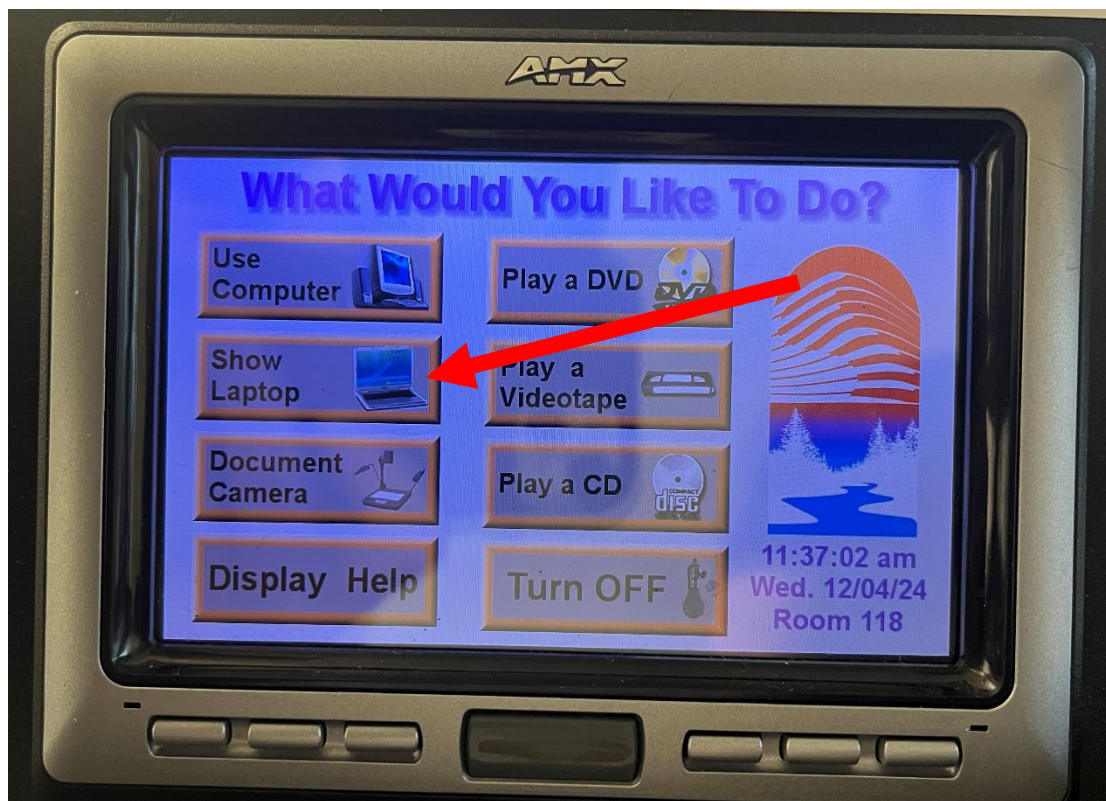
Personal laptops (PC or MAC) can be connected to the system as long as you have an HDMI port or an USB-C port. The HEC system uses VGA connections, but there are two OLLI at SOU adapters that will always be in the podium drawers.



*If you plan to play audio from your laptop, you will need to have an audio port in addition to the HDMI or USB-C port. This is because VGA does not support audio.

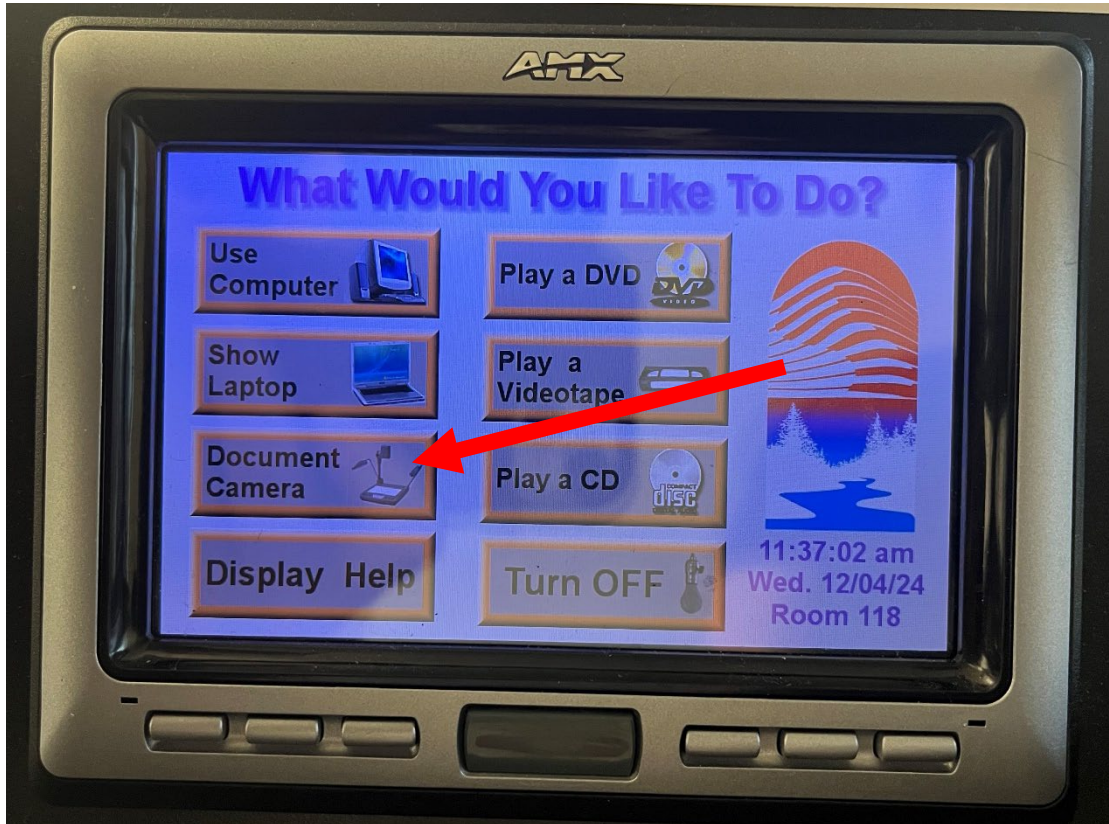


Once you've connected your laptop to the system, you choose the "Show Laptop" option on the main screen of the touchpad.

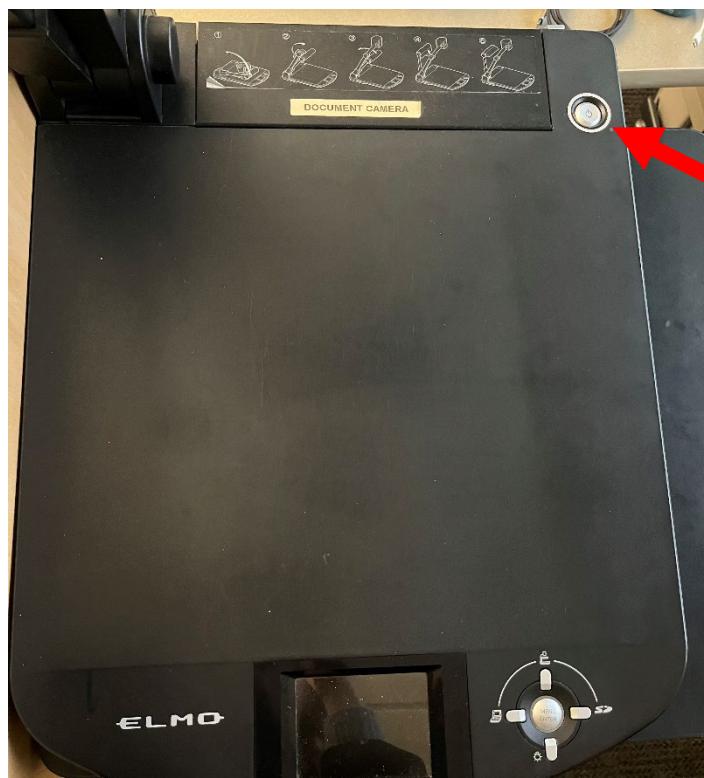


Using the Document Camera

To use the document camera, you will press the Document camera option on the touchpad.



Then, you need to turn the document camera on:



Playing Video/Media from a Flash Drive

If you are using the HEC computer and want to connect a flash drive to play videos, music, or another form of media with sound, you have to open an additional software called Videolan VLC Player.

To find the software, go to the start menu, which looks like a window in the bottom left corner of the screen:



Scroll until you get to the V's and find "VideoLAN VLC Player." The software has a symbol of a traffic cone next to it.



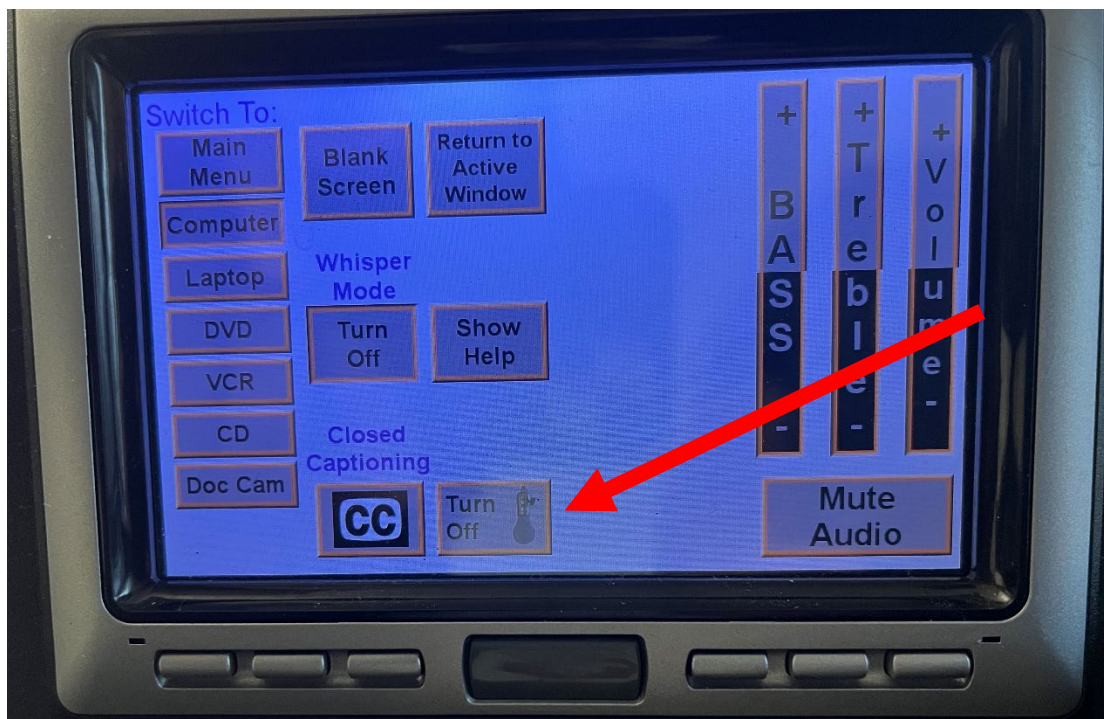
Once you've opened the software, you can open your file and play the video as normal.

Shut-down Procedures

If using the HEC computer, you will need to log-out of the computer by going to the start menu, clicking the fifth icon from the top, and pressing “sign out.”

Once you’ve signed out, you go to the touchpad and press the “Turn off” button

If you’ve connected your personal laptop, you need to disconnect the laptop, return the adapters to the drawer, and then press “Turn off.”



If you’ve pressed the main menu button, your screen may look like this:

