



SOU/RCC Higher Education Center Classroom Tech Guide

Updated September 2025

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For tech help call: 541-956-7038

Please choose Riverside campus, option 2

WIFI

To connect to the WIFI on your personal laptop or phone:

Network: RCCWireless / No password

The built-in HEC desktop is hard-wired in and connects automatically.

Light Switches

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

Room 118



On/Off: Press A, B, C, D

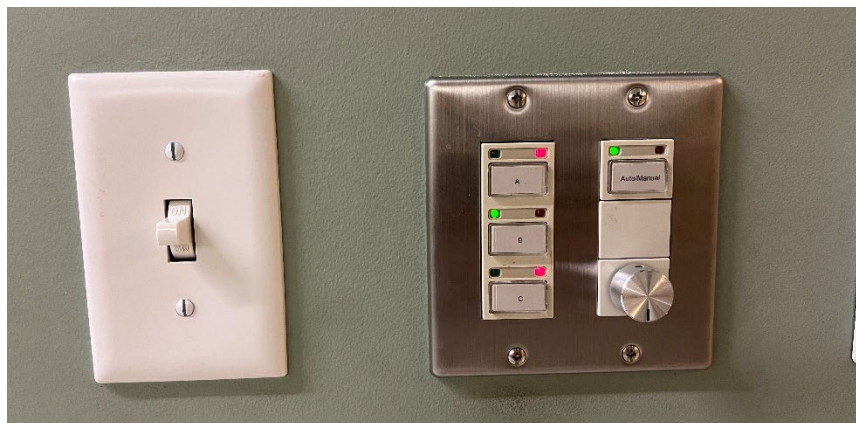
The light closest to the projector is controlled with "B."

To dim the lights, press the Auto/Manual button

- Auto Setting: Green Light
- Manual Setting: Red Light

If the button is on the manual setting, use the dial below to dim the lights.

Room 112



On/Off: Press A, B, C

The light closest to the projector is controlled with "B."

To dim the lights, press the Auto/Manual button

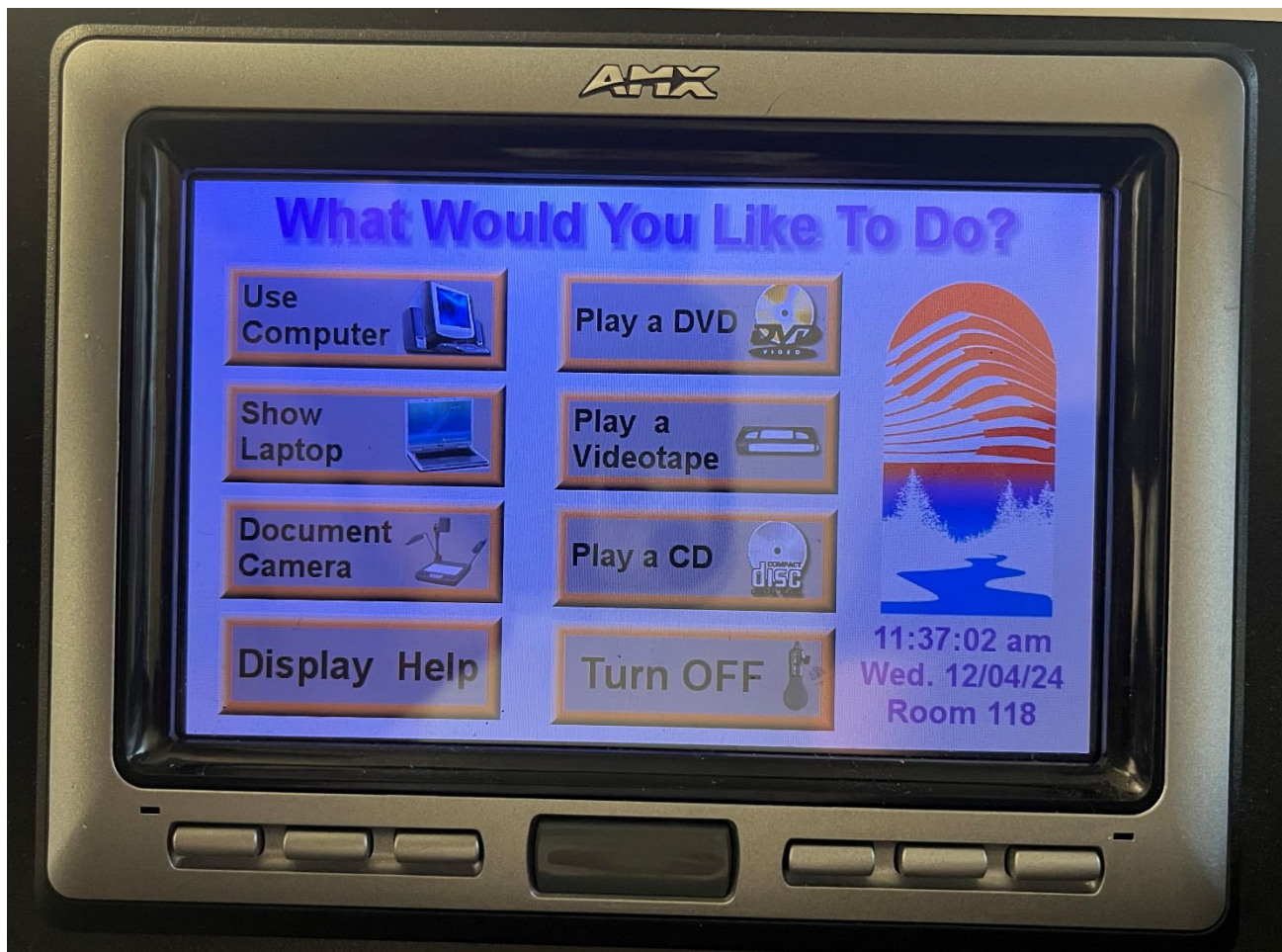
- Auto Setting: Green Light
- Manual Setting: Red Light

If the button is on the manual setting, use the dial below to dim the lights.

Light switch lowers and raises the projector screen. Press down to lower, press up to raise.

Using the Touchpad

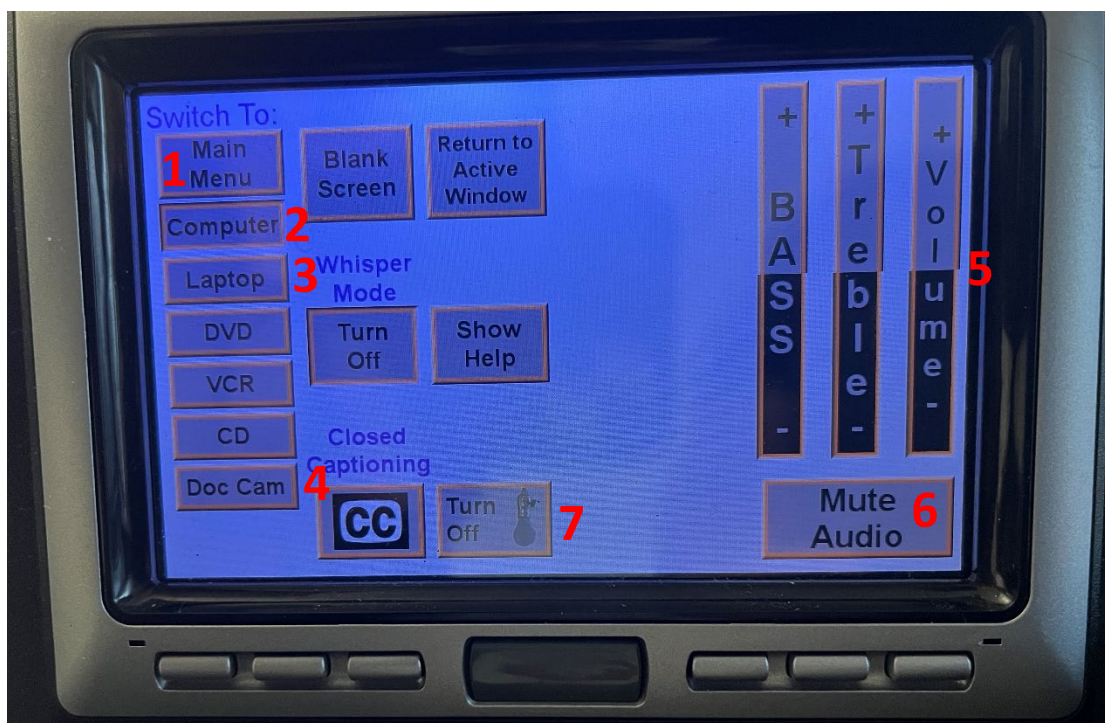
When you enter the classroom, the touchscreen will look like this:



The three main settings OLLI instructors use are:

- 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)

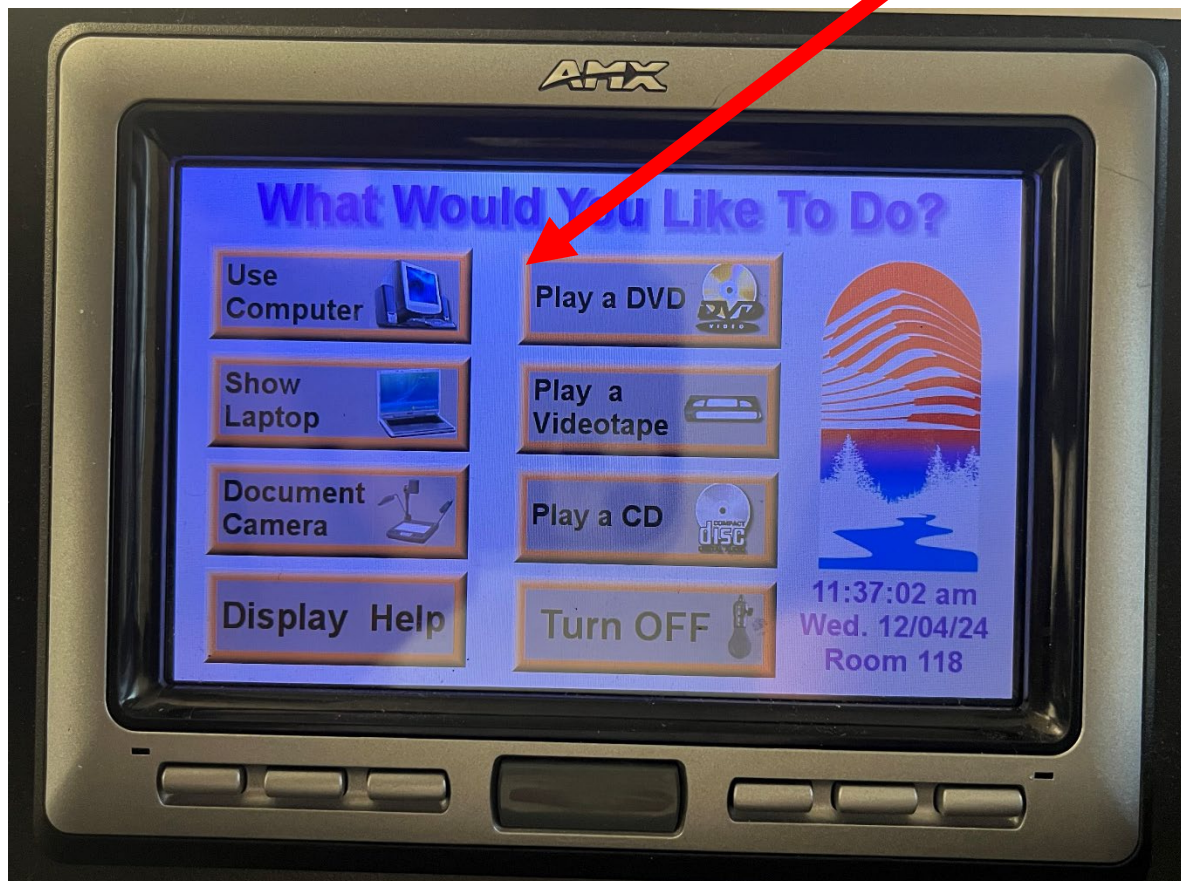
Once you've chosen the setting you want to use, you will see this screen:



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

Logging into the HEC Computer

If you are going to use the built-in HEC desktop then press "Use Computer"



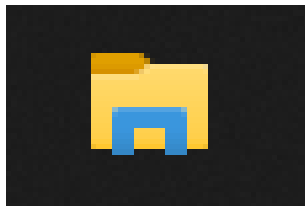
Then, you can login to the desktop using the keyboard and mouse on the podium. Login information changes every term. Look out for an email from the OLLI at SOU Administrative Director towards the start of the term to get the login information. Once logged in, you can use the internet, Microsoft products,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

Using a Flash Drive on the HEC desktop

Insert your flash drive into the HEC desktop, which is located below the monitor:



You can open a 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.

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.

Connecting a Personal Laptop

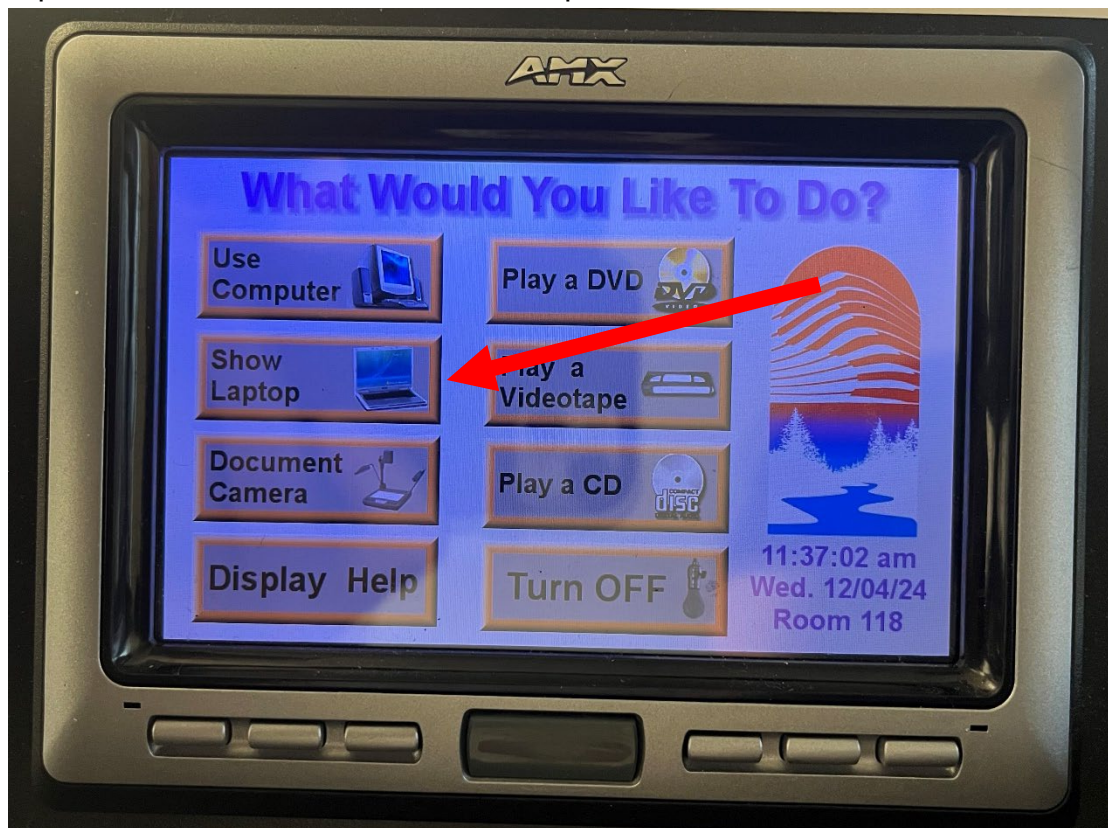
Personal laptops (PC or MAC) can be connected to the system as long as you have an HDMI port or an USB-C port. The HEC system uses VGA connections, but there are two OLLI at SOU adapters that will always be in the podium drawers.



*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.

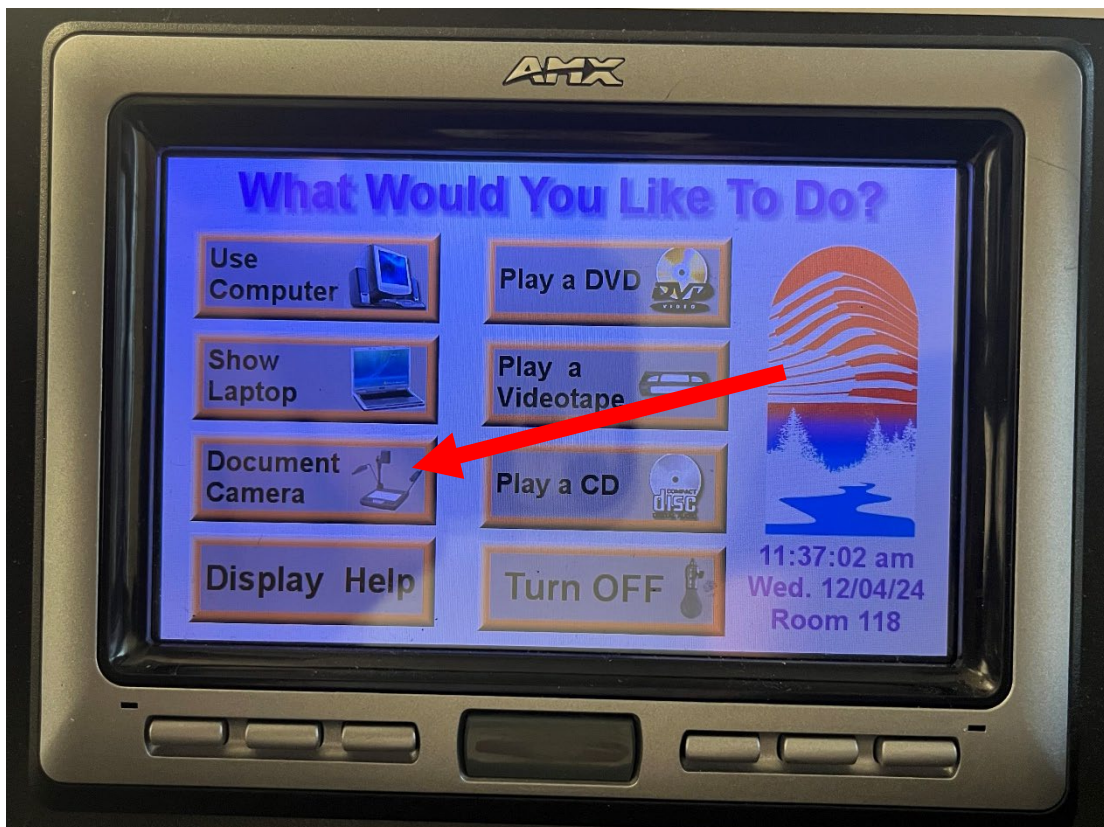


Once you've connected your laptop to the system, you choose the "Show Laptop" option on the main screen of the touchpad.

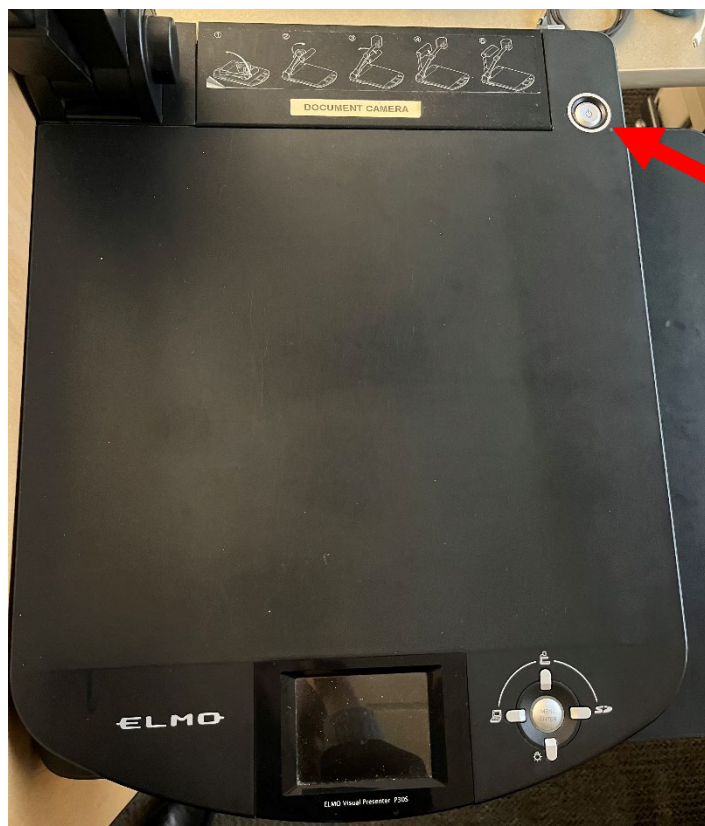


Using the Document Camera

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



Then, you need to turn the document camera on:

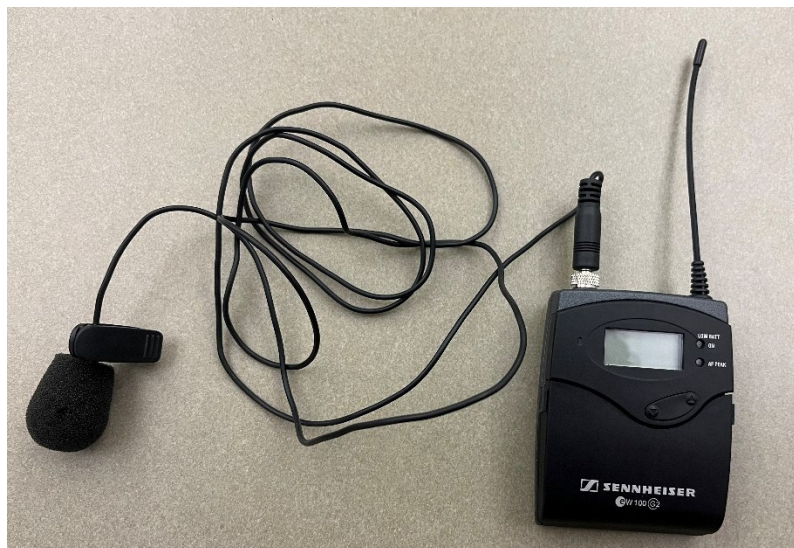


Document Camera Controls

The document camera has an “Autofocus” button and a dial to zoom in and out:



Lapel Microphone (Room 112)



There is a lapel mic available in Room 112. Make sure the mic isn't rubbing against anything when attached to avoid feedback.



To turn on the microphone, press the two buttons on the side to open the front.

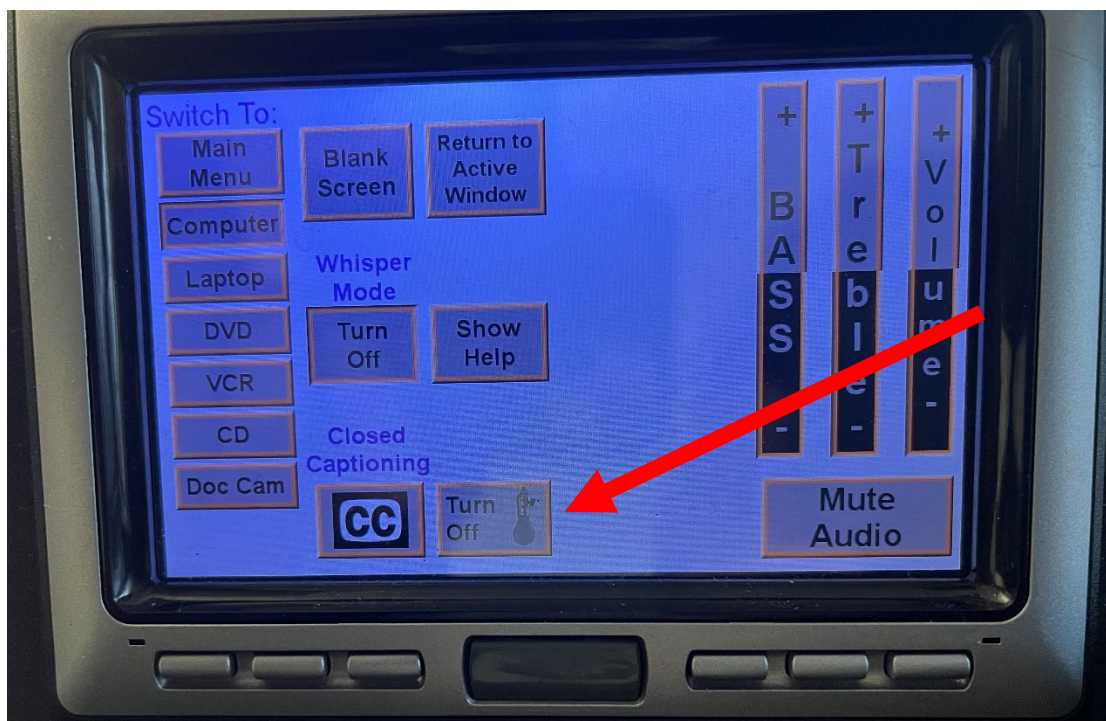
Press the on/off button. The screen will be lit up when the microphone is on. Make sure to turn the mic off when finished.

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.”



Please always **turn off** the system to avoid the projector bulb burning out. Thank you!