



RCC/SOU Higher Education Center Classroom Tech Guide

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For tech help call: 541-956-7038

Please choose Riverside campus, option 2

WIFI

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

Network: RCCWireless / No password

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

Quick Guide

1. Use the projector remote (located on the podium or in the podium drawer) to turn the projector on.
2. Set the input switcher on the podium to the correct input:
 - Input 1: HEC desktop computer
 - Input 2: Personal computer connected via HDMI
 - Input 3: Document camera
3. Log in to the HEC desktop computer, connect a personal laptop, or turn on the document camera to get started.
4. Remember to turn off the projector at the end of class.

Using the Input Switcher

The input switcher can be found on the top of the podium in each classroom and should automatically be set to Input 1.



The three main inputs OLLI instructors use are:

- Input 1: Use for the HEC Desktop Computer
- Input 2: Use a personal laptop connected via HDMI.
- Input 3: Use the document camera.

To switch the input, press the “Input” button. The green light will cycle between the different inputs with each push.

Using the Projector

The projector always needs to be turned on to view anything on the screen. The projector remote will be on the podium or in the podium drawer. Press the power button to turn on the projector (it may take a few minutes to warm up). Always turn off the projector at the end of class.



The power button is the blue one at the top of the remote.

Logging into the HEC Computer

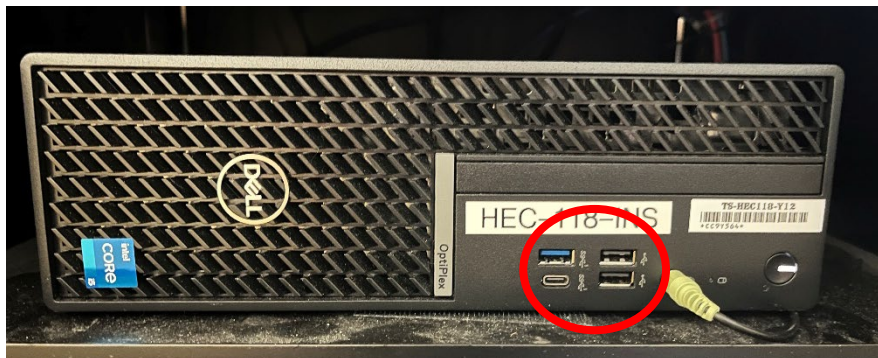
When using the built-in HEC desktop computer:

- Turn on the computer below the podium
- Make sure the input switcher is on “1”

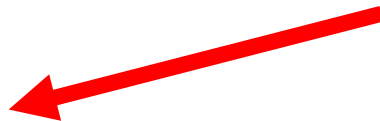
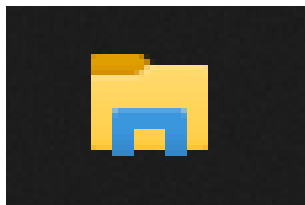
Log in to the desktop using the keyboard and mouse on the podium. Login information changes every term. Look out for an email from the OLLI at SOU Administrative Director towards the start of the term to get the login information. Once logged in, instructors can access the internet, Microsoft products,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

Using a Flash Drive on the HEC desktop

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



Open the flash drive by going to the File Explorer.



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

Playing Video/Media from a Flash Drive

When instructors use the HEC desktop computer and want to connect a flash drive to play videos, music, or another form of media with sound, there is an additional software called Videolan VLC Player that needs to be opened.

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 VideoLAN VLC player is open, open the 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 it has an HDMI port or a USB-C port. First, turn on the projector using the projector remote.

- If the personal laptop has an HDMI port, plug the HDMI cord from the top of the podium into your laptop.
- If the personal laptop has a USB-C port, use a USB-C to HDMI adaptor, which can be found in the podium drawer.

Once the personal laptop has been connected to the system, press the input button to switch the system to Input 2. The laptop screen should appear on the projector screen.

Please note: Personal laptops will not connect to the HEC desktop monitors.

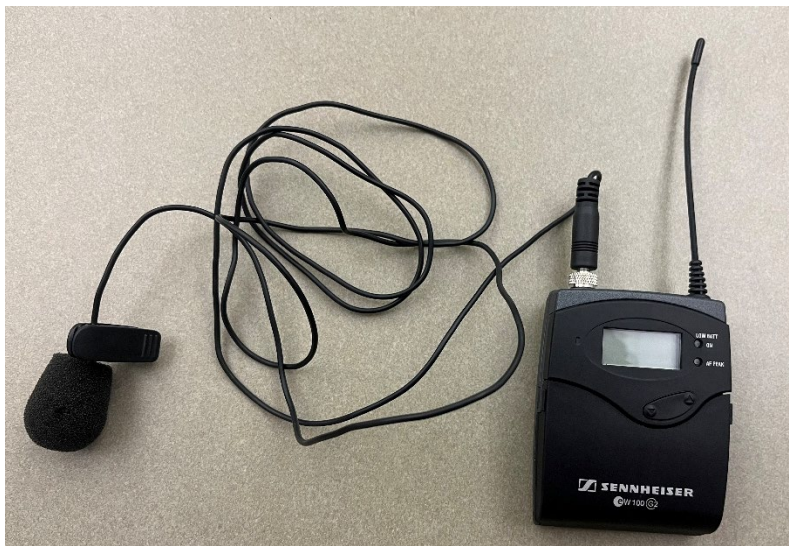
Using the Document Camera

To use the document camera, first turn the projector on using the projector remote. Then press the input button to switch the system to Input 3. Finally, turn the document camera on

The document camera has a few basic controls, including brightness, focus and zoom.



Lapel Microphone



Some rooms at the HEC will have a lapel microphone in the podium drawer. Make sure the mic isn't rubbing against anything when attached to avoid feedback.

(HEC 118 is not equipped with a microphone.)



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, log-out of the computer by going to the start menu, clicking the fifth icon from the top, and pressing "sign out."

If using a personal laptop, simply disconnect from the HDMI and return any adaptors to the drawer.

If using the document camera, turn off the camera.

Always use the projector remote to turn off the projector and prevent the bulb from burning out. Thank you!