

# ICL A/V Equipment Instruction

If you would like A/V and computer instructions prior to the class, please contact David Fann at 706.379.3547 or John Scott at 239.248.5161 to arrange a time.

## STARTUP PROCEDURE

The classroom PC (Windows 10) is in the bottom of the PC cabinet. If none of the lights on the front of the PC are on power it on (power button on the upper right-hand side of PC).

The PC monitor on the PC cabinet may also need to be powered on (button on the monitor's lower right edge). The PC can be logged on with **user name: guestspeaker** and **password: guestspeaker1** (all lower-case characters, no spaces). The PC will take a moment or two to start up.

If you plan to use the widescreen TV for any video presentations, please power on the TV. This will connect to the classroom PC to the TV via HDMI4 automatically. The TV can be used for slide shows such as PowerPoint, DVD videos or Internet media as well as Zoom or use of the document camera on the top of the PC cabinet.



## DEVICE OPTIONS

The PC has a high-speed Internet connection so you can access items from the web.

You can play **CD or DVD** by inserting it in the CD/DVD tray in the upper front of the classroom PC.

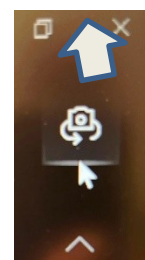
If you use a USB (flash or thumb or memory stick) drive, you can plug it into the front of the classroom PC.

The classroom is equipped with a **document camera** that enables you to display any objects, documents, photos. The document camera is on the left-hand side of the cabinet top and the documents to display on the TV needs to be on the lift up shelf on the left side of the PC cabinet. The camera is activated by turning on the camera lamp. You may have to raise the scanner camera and lift and turn it to be above the object to be displayed.

You can use the external web camera, normally used for Zoom. For Zoom or the document camera, you may have to select the camera you want to use. You can change the camera by selecting the 'Camera' option in Windows (either via Search button or in the Home screen app icon). The camera selection icon will appear on the screen.

**Videos** - Normally videos (online or on a DVD for instance) are played by a default program in Windows.

You can double click the video on the monitor to display in full screen mode. Double click again to escape full screen mode or press the Esc button on the keyboard.



**Volume Control** - There are 3 ways to control volume (you may need to adjust any or all 3).

- By the speaker icon displayed at the bottom right-hand corner of the PC monitor
- By the computer program playing the sound
- By the volume button on the TV remote.



### **USING YOUR DEVICE (laptop or tablet)**

**If you plan to bring your own media device it is recommended you bring a copy of your presentation on a USB flash drive (thumb drive or memory stick) as a form of back up just in case there are any issues using your device.**

**If you plan to use your own device, you should arrive early to install and test your device prior to class start up.** Your device must be plugged into the HDMI cable on top of the PC cabinet. Once your device is powered on and connected, the display will automatically be shown on the TV screen.

Once your device is disconnected from the HDMI cable, the TV will display the monitor from the classroom desktop PC. *(FYI - This is controlled by the TV Screen Switch on top of the PC cabinet and should happen automatically. Input 1 = desktop PC, Input 2 = HDMI device).*



Wireless Internet is also available via the access point 'YHC Wireless'. Make sure you have up-to-date antivirus protection installed and have updates on your device set to automatically install. This can take some time; so, it's best to check your connectivity well in advance of class. (For detailed instructions on how to connect to the Wi-Fi, see the two-page tutorial in the PC cabinet top drawer titled **Connecting to YHC Wi-Fi.**)

### **SHUTDOWN PROCEDURE**

Remove all media used for the presentation (DVDs, USB drives, etc).

Turn off the TV by pressing the power button on the remote.

Log off or shutdown the classroom PC.



### **ASSISTANCE**

For assistance you can contact David Fann (706.994.8220) or John Scott (239.248.5161). If you cannot contact either of them, as a last resort you can call the YHC Help desk (706.379.5212) and indicate that you are in the ICL classroom.

**PLEASE: Place the TV remote in top tray/drawer of the PC cabinet.** Without the remote we cannot operate the TV and the remote replacement is expensive and in short supply!

Thank you!

Art Frenz - 706.970.0397