

UNLV | OSHER LIFELONG  
LEARNING INSTITUTE



## Technology Directory

Room 301



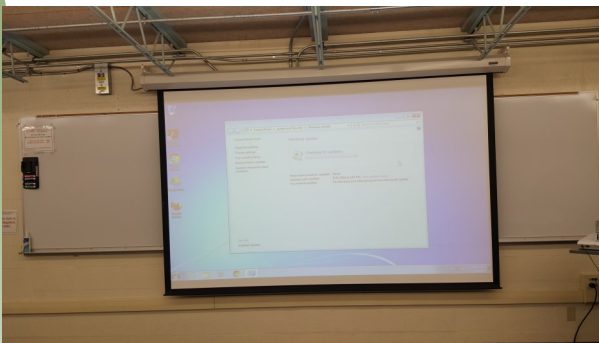
# P

## ower Up:

Room 301



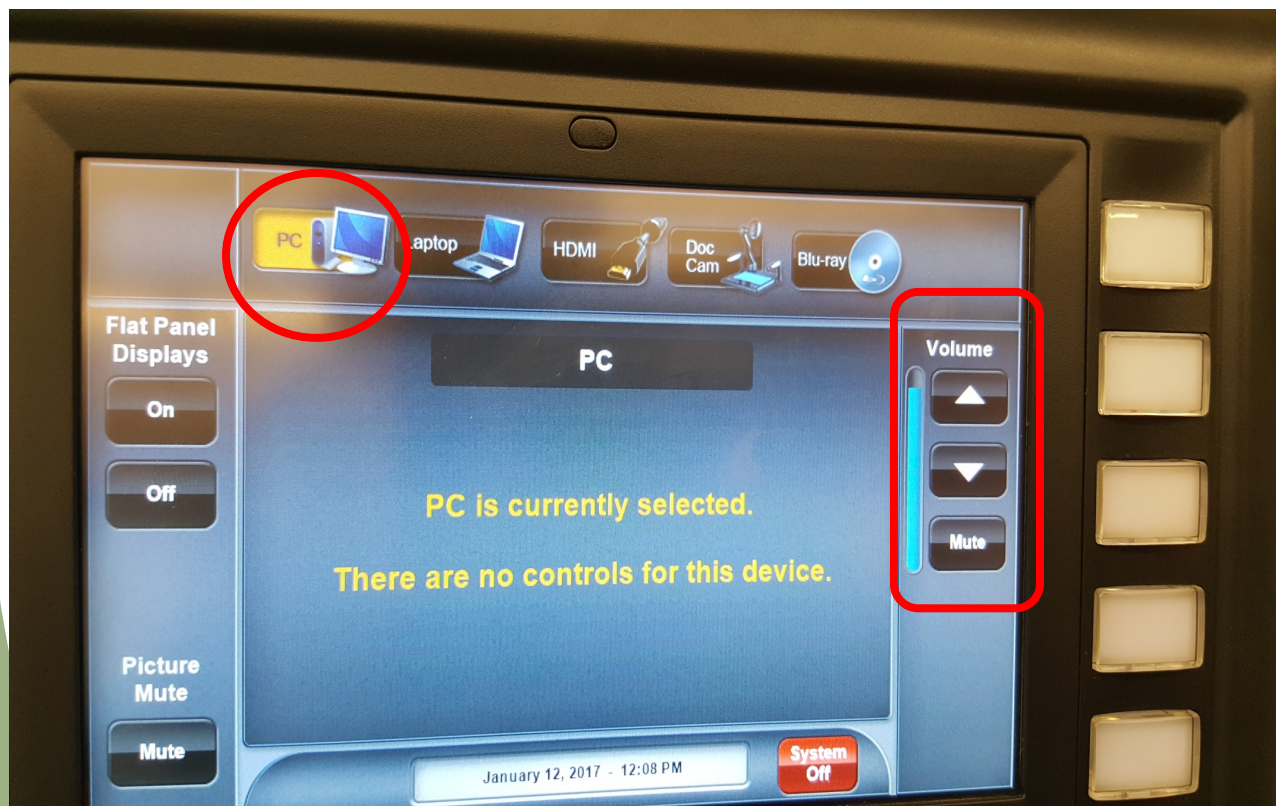
Push the button in the center of the **Control Box** on the wall to power up the system.



This will automatically drop the screen in the front of the room and turn on the projector that hangs from the ceiling.

# T

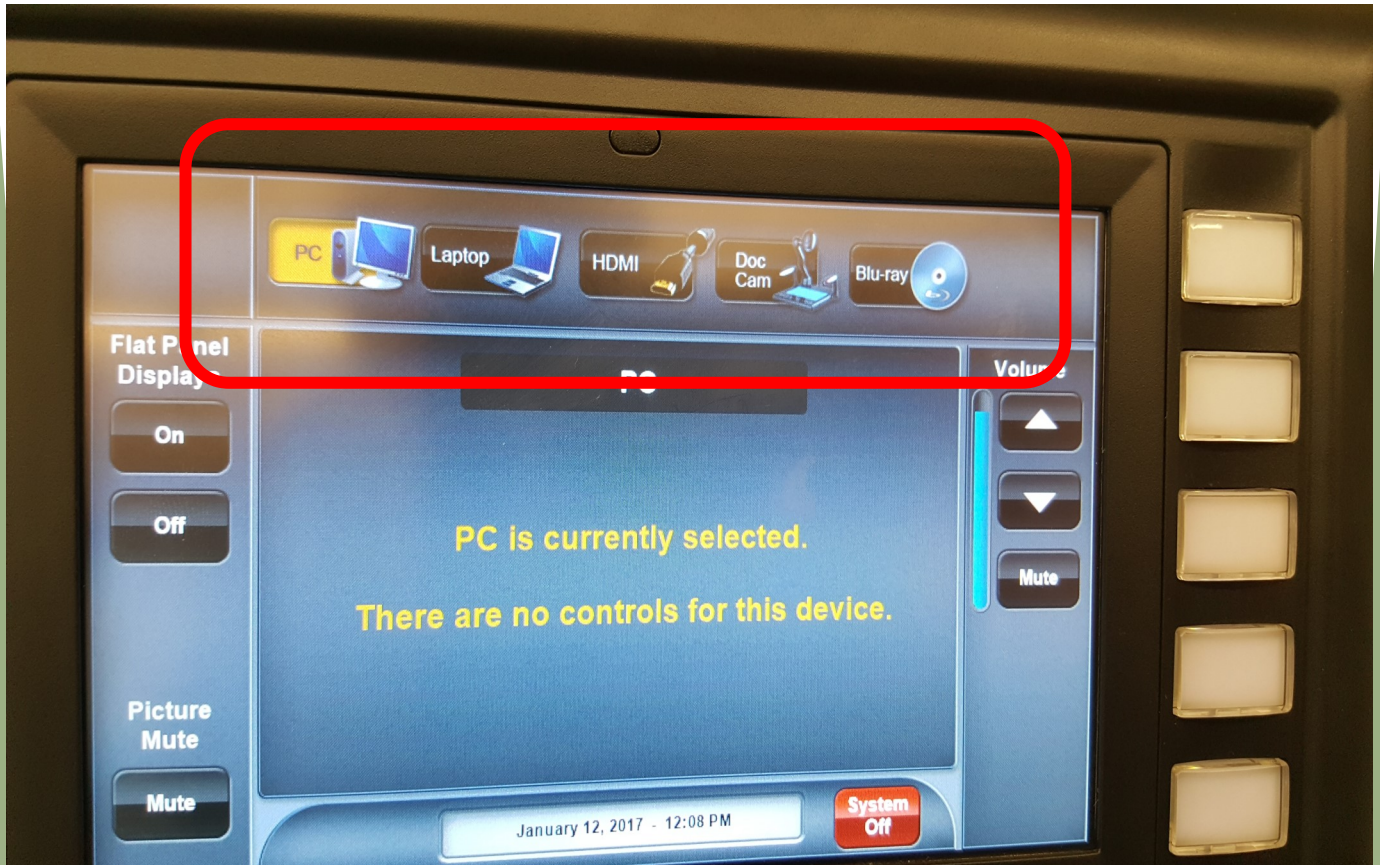
## urn It Up:



Make sure PC is highlighted on the top menu bar. Adjust the volume for the room by pressing the up or down arrows on the right.

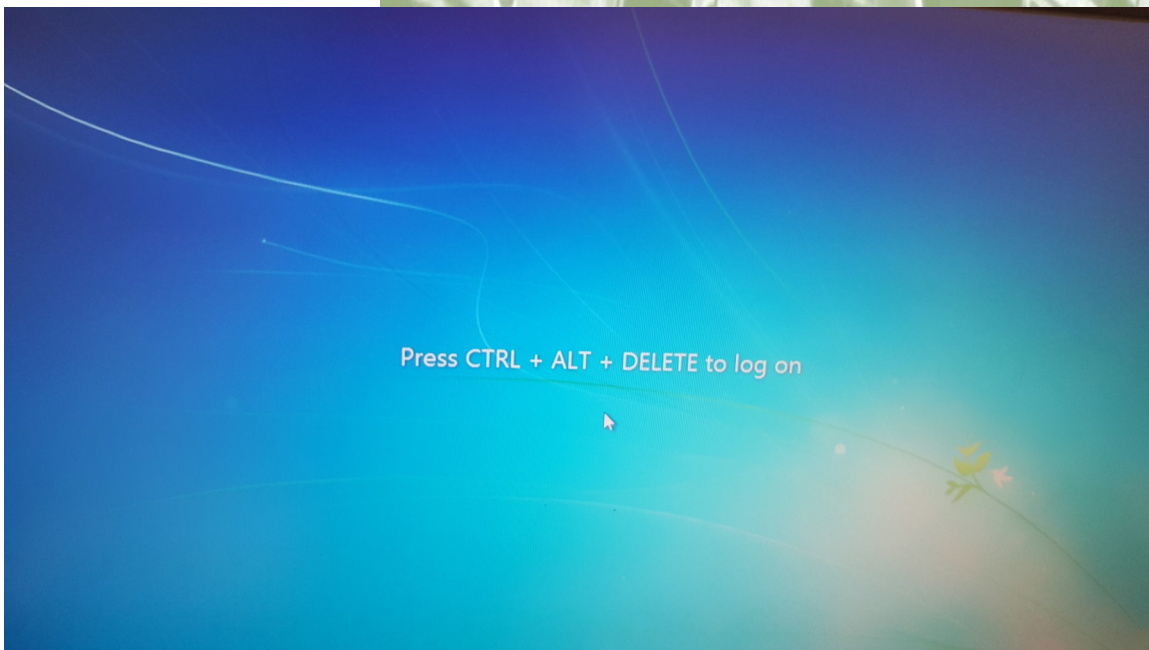


## C Choose Your Media:

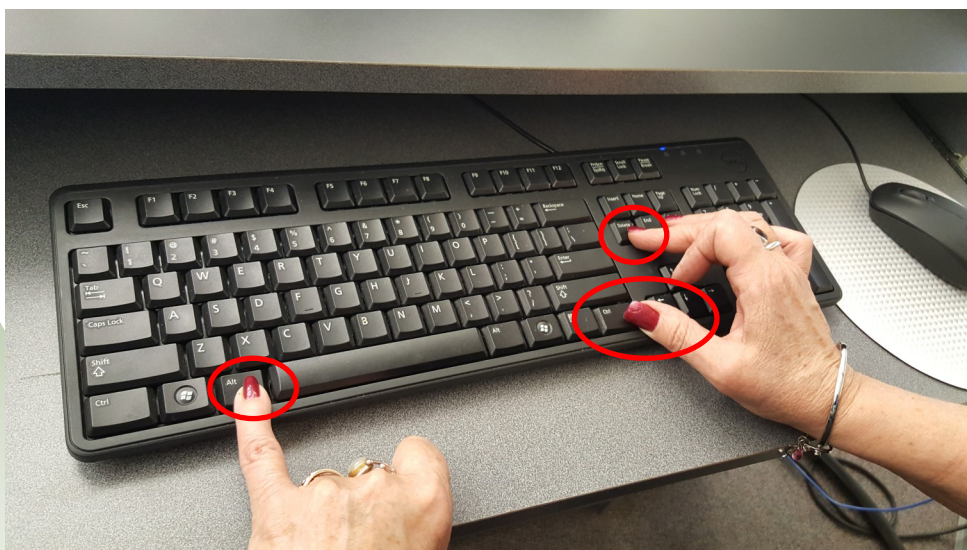


Select which media you want to use by touching the icon of the appropriate device on the menu on the top of the Control Box screen. Your options are **PC**, **Laptop**, **HDMI**, **Doc Cam**, or **Blu-Ray**.

# PC 1:



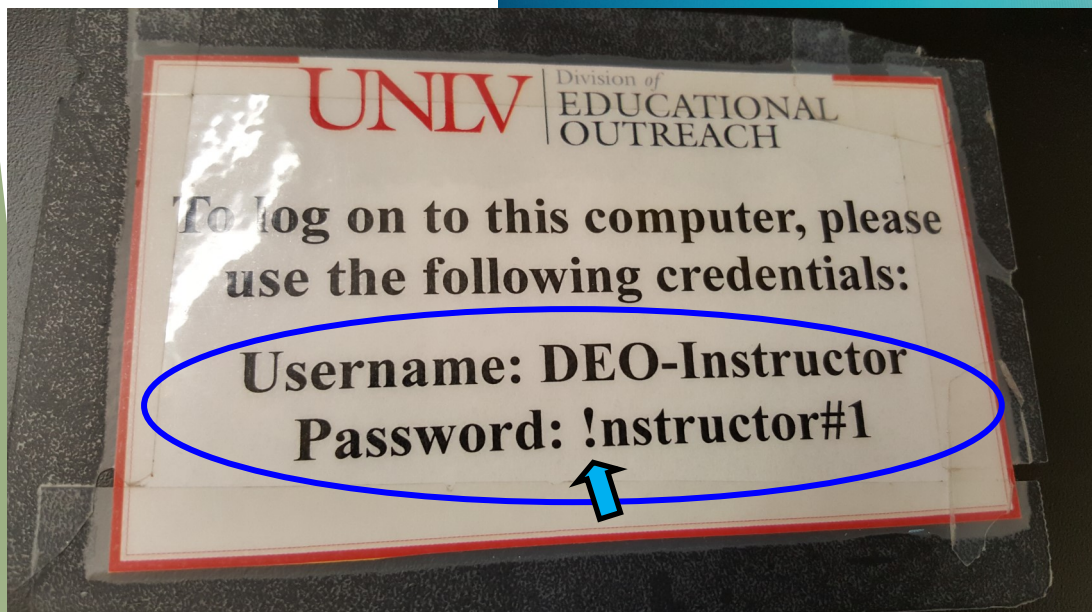
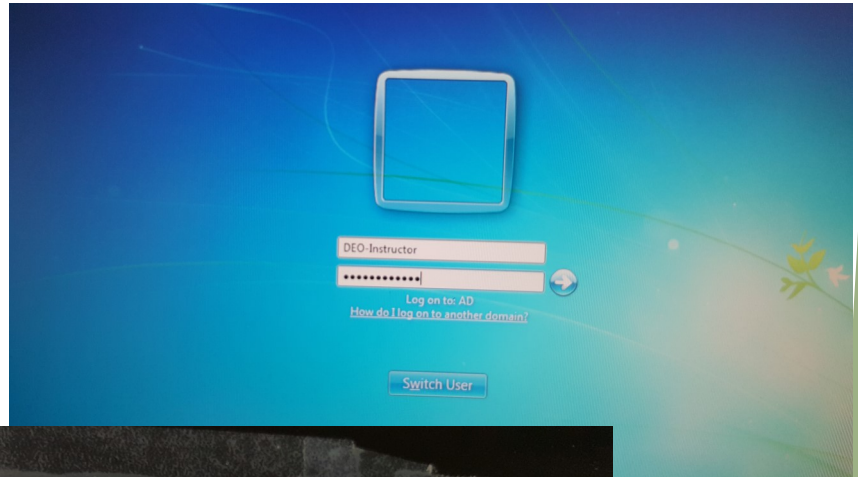
To bring up the **'Log In'** screen, press the keys CTRL + ALT + DELETE all at the same time.





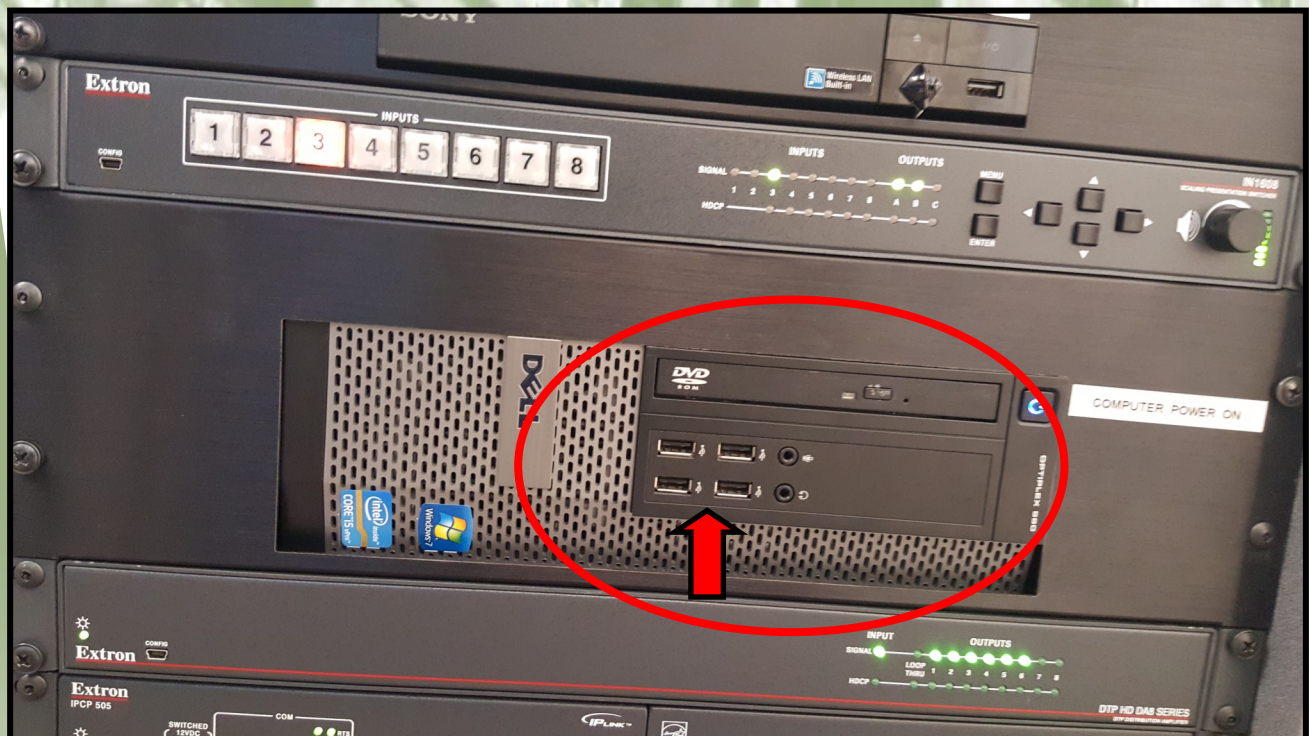
# PC 2:

This screen will appear next.



The login information for the PC is written on the top of the podium. The PC is **already connected** to the internet. If you need to enter the password, note that the first letter is an exclamation point (!), not an I. If you do not immediately use the computer, it may 'go to sleep', and you will have to start with CTRL + ALT + DELETE again.

# PC 3:



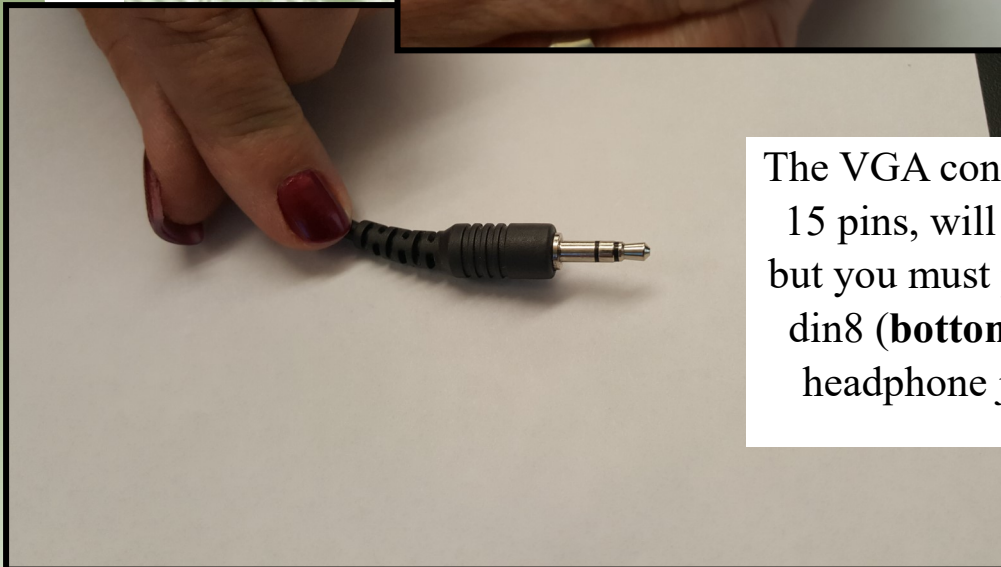
If you have a thumb drive (**top**) with your own data on it, insert it into one of the 4 USB slots on the front of the PC (**bottom**).





## Laptop 1:

You will need to attach your laptop to the system via the wires on the lectern.



The VGA connector (**top**) with 15 pins, will give you video, but you must plug in the mini-din8 (**bottom**) cable to your headphone jack for sound.





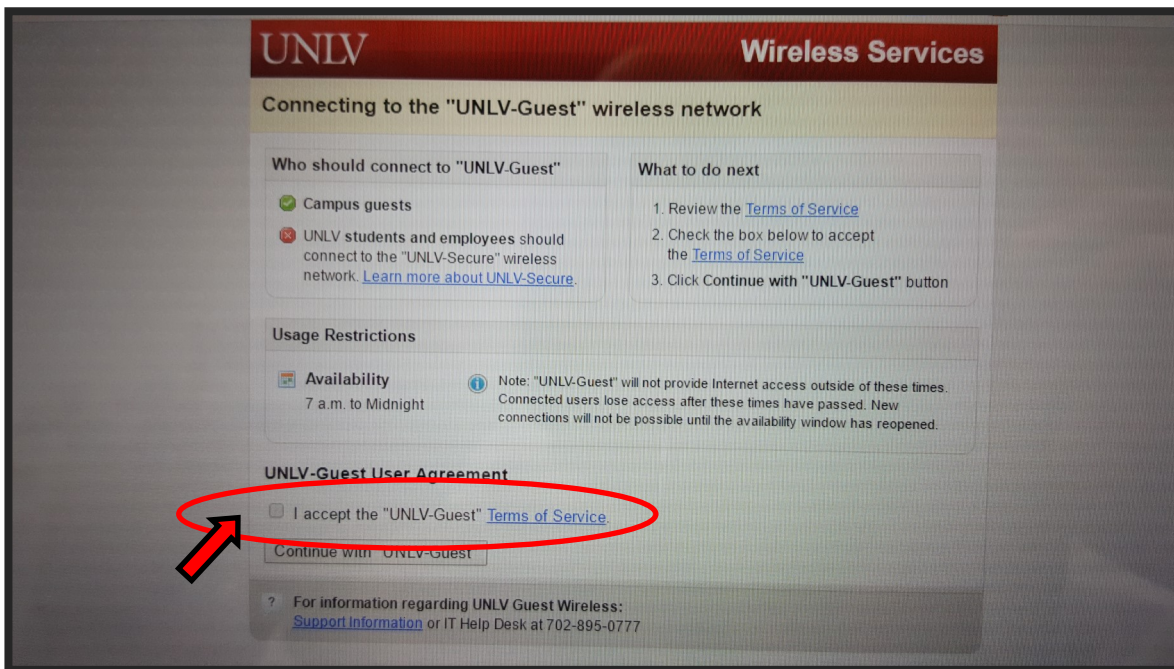
## Laptop 2:



If you have an HDMI port on your laptop, using this cable will give you better quality video. You also **will not** need to use the extra cable for sound.

## Laptop 3:

### End User Licensing Agreement (EULA)

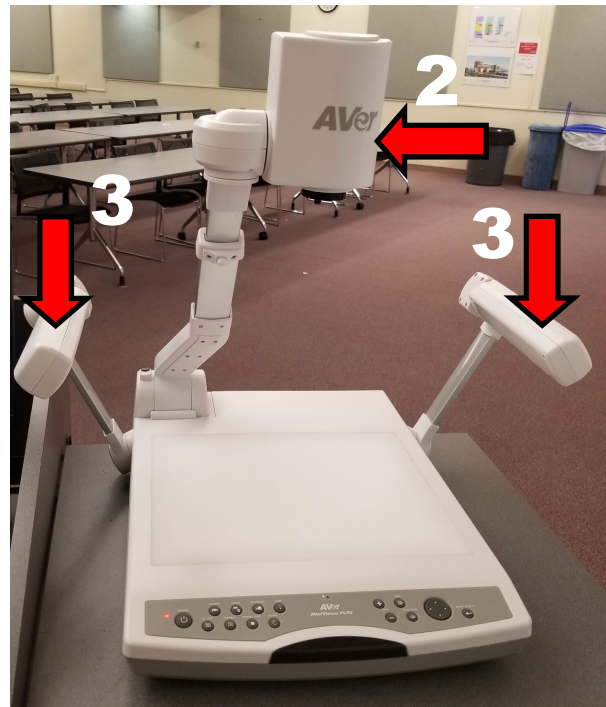


The screenshot shows the UNLV Wireless Services page. The header includes the UNLV logo and "Wireless Services". The main heading is "Connecting to the 'UNLV-Guest' wireless network". Below this, there are two columns: "Who should connect to 'UNLV-Guest'" and "What to do next". The "Who should connect" column lists "Campus guests" with a green checkmark and "UNLV students and employees" with a red X, indicating they should connect to the "UNLV-Secure" network. The "What to do next" column lists three steps: 1. Review the [Terms of Service](#), 2. Check the box below to accept the [Terms of Service](#), and 3. Click Continue with "UNLV-Guest" button. Below these columns is the "Usage Restrictions" section, which includes "Availability" (7 a.m. to Midnight) and a note about internet access times. The "UNLV-Guest User Agreement" section is highlighted with a red circle, and a red arrow points to the checkbox labeled "I accept the 'UNLV-Guest' [Terms of Service](#)". Below the checkbox is a "Continue with 'UNLV-Guest'" button. At the bottom, there is a link for "Support Information" and contact information for the IT Help Desk.

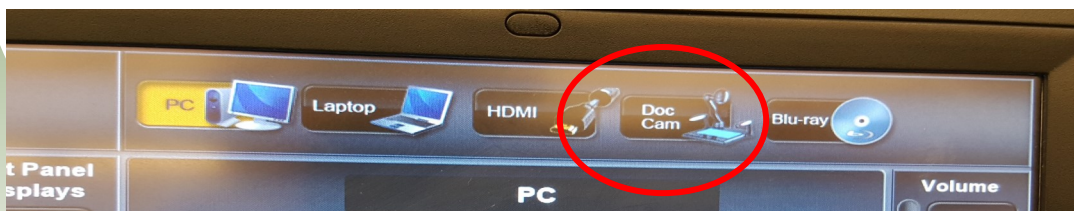
To connect to the UNLV-Guest network, select UNLV Guest in the WiFi choices, and then accept the user agreement by clicking in the check box.



## D ocument Camera 1:

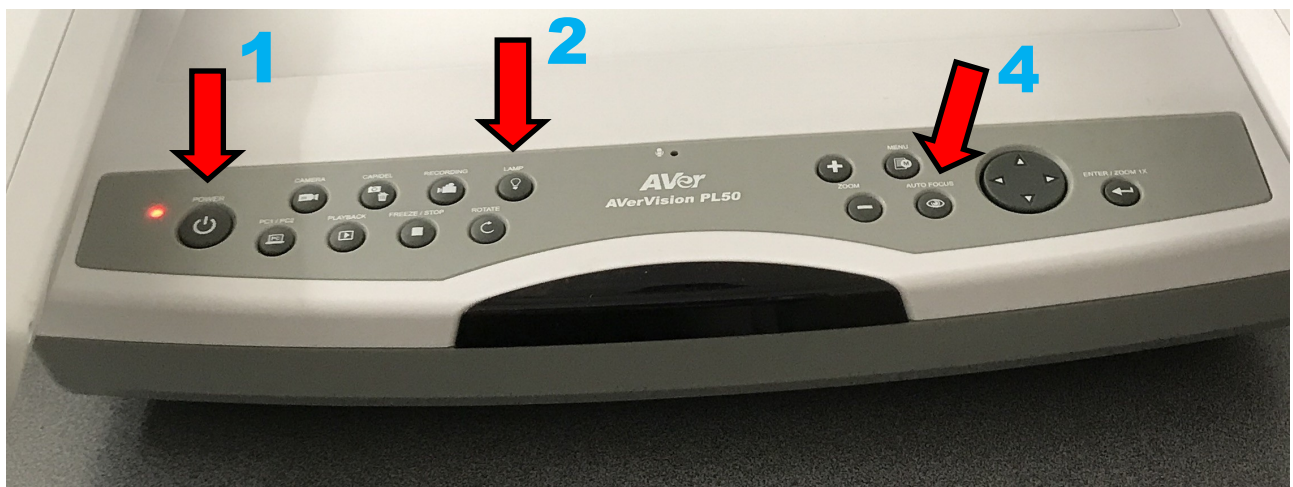


- 1 - Open the Aver Media camera (**left**) by pulling the black slide button toward you and lifting the arm to full vertical height.
- 2 - Turn the lens section so it is pointing downward.
- 3 - Pull up on the lamp 'arms' and adjust if necessary by rotating (**right**).



- 4 - Make sure the **Doc Cam** button is selected on the control box.

## D ocument Camera 2:



- 1 - Turn the camera on by pressing the '**Power**' button on the left side.
- 2 - Press the '**Lamp**' button to turn on the lights.
- 3 - Place your document right-side-up, facing you, on the camera surface under the lens.
- 4 - Press '**Auto Focus**' button to focus the image.
- 5 - When finished, press and hold the '**Power**' button to shut the projector off. Fold down the lens, neck and arms.



## B lu-Ray DVD player 1:



1 - Select **Blu-Ray** on the control box.



2 - Press the '**Eject**' button on the Blu-Ray player to open the drawer. Insert the disk. Press the '**Eject**' button again, or push the drawer in to close.

## B lu-Ray DVD player 2:

3 - Use the hand-held remote control located in the mic box to operate the player.

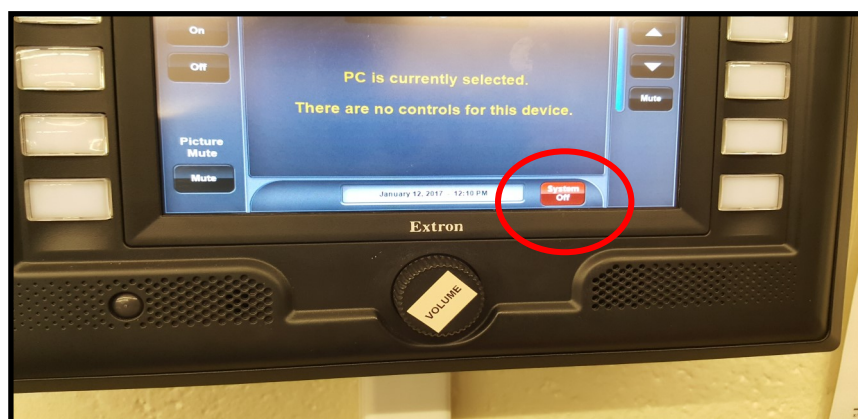
4 - After the DVD menu appears on the screen, you must use the navigating arrows at the top of the remote to scroll through the menu choices.

5 - Once the correct choice is highlighted, press the square key in the center to make your selection.

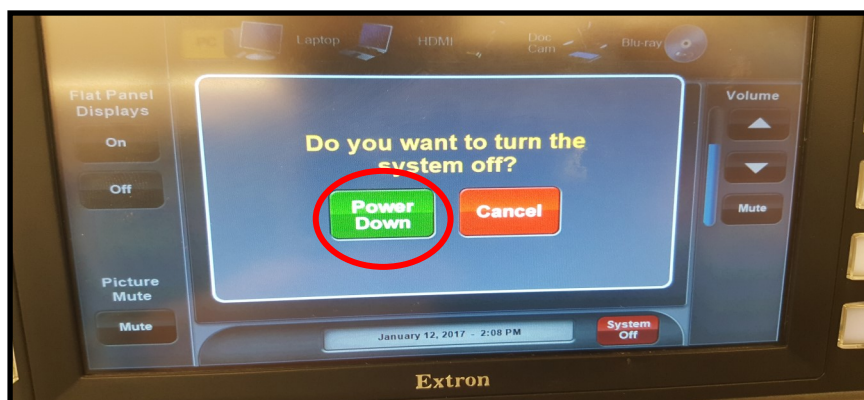




# T urn It Off:



Press the red '**System Off**' button near the bottom right of the Control Box screen.



On the screen that comes up next, press the green '**Power Down**' button, which will automatically shut down all components. Please double check that the Document Camera is also off.

## Using the Microphones 1

1 - To turn on the hand-held mic, press and hold the red button on the bottom of the mic until the battery indicator shows.

- To turn off, press and hold the red button until the battery indicator goes off.



2 - To replace the batteries, unscrew the hand-held mic at the center, and insert 2 new AA batteries.







## Using the Microphones 2

3 - To turn on the wireless mic, press the black rectangular button on the left side of the mic, to open the case.





## Using the Microphones 3

4 - Press the button on the left side to turn the mic on.

When you are finished using the mic, turn it off this way also.



5 - This compartment allows access to change the batteries (two AA) when needed.



## Using the Microphones 4

6 - Move the switch on the top of the wireless mic to the right, from MUTE to MIC/LINE to operate the microphone. Move it back to MUTE when you don't want the audience to hear you (like when you use the restroom!!)





# FAQs:

**Having trouble? You can schedule an individual appointment with our Facilities & Technology Chair, or call the OLLI at UNLV Administrative Team at 774-OLLI.**