

# **Instructor AV Training at JRC**

**OLLI at Duke**

**April 2022**

# Introductions

- OLLI Staff
- Training Assistant
- Instructors

# Agenda

- AV equipment: overview and basics steps
- Using Windows or macOS laptops
- Videos: YouTube and DVDs
- Portable microphones
- Tips / Q & A
  
- Practice using your device in your classroom

# Equipment Overview

## Multimedia Console with Ceiling-mounted Projector



## Flat-screen TV (JRC only)



## Basic Steps

- Turn system and display on
- Connect device\* via cable (use adapter if needed)
- Present course material
- Disconnect device
- Turn display and system off

\* device = laptop, iPad, smart phone

# Multimedia Control Panel

## Physical Button Panel (JRC)



## Checklist: Setting Up for Class

1. Optional: Get loaner laptop or adapter from OLLI staff
2. Lower projection screen
3. At console: press “System Power” or “System On”
4. At console: press “Display Power” or “Display On”
5. Power on (or wake up) device and launch presentation
6. Connect device via cable (and adapter if needed)  
(and be sure to plug in device power)
7. At console: select correct input device

Present slides / web pages / YouTube / DVD  
(optional: use wireless presenter / laser pointer)

## Setting Up: JRC

On control panel use top row of buttons:



1. Press “System On” (if not already on)
2. Press “Display On”. Light above button blinks until projector is ready



## Setting Up: JRC

3. Connect appropriate cable from drawer in console (except room 5)



4. On control panel middle row: press button for input source



# Setting Up: JRC Flat-screen TV

1. Obtain remote control from staff at front desk
2. Connect HDMI cable (hanging near TV) to your device



On the remote control:

3. Press green "Power" button to turn on TV
4. Press "Input" button to select HDMI as source



# Display Adapters

- Some laptops or tablets may need a display adapter
  - Mini displayport to HDMI (older Mac, some Windows PC)
  - Lightning to HDMI (for iPad or iPhone)
  - USB-C to HDMI (newer MacBook or Windows PC)
  - Android devices: check with manufacturer



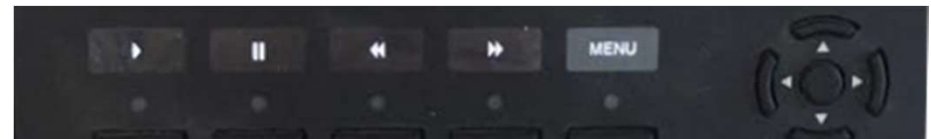
- Loaner adapters available from OLLI staff (JRC desk)
- Check Amazon, Walmart, Best Buy to purchase your own

## Checklist: Shutting Down After Class

1. At console: press “Display Power” or “Display Off”
2. Remove any media (DVD or CD) from player
3. At console: press “System Power” or “System Off”
4. Disconnect your device and place cable in drawer
5. If using loaner laptop, perform full shut down
6. Raise projection screen
7. Return any loaner laptop or adapter to OLLI staff

## Using Multimedia Console DVD / CD

- DVD player is located in top or middle drawer of console
- Use DVD remote control
  - JRC: in console cable drawer
- Press eject button (on remote) to open, insert disk and close
- Select Blu Ray as input source on control panel
- Be sure to point remote at DVD player (not the screen)!
- Controls are also on the multimedia console:



## Using a Laptop

- Boot up or “resume” your computer and connect cable
  - most newer computers will detect and project on screen
- Plug in laptop during class – do not run on battery
- Check power settings - prevent screen / laptop “sleep” mode
- Close unnecessary apps and browser windows
- Turn off app notifications (e.g., email, chat)
- Install pending OS updates before class (or pause them)

## Problems Using a Laptop?

- If no image is projected
  - Verify there is an image on computer screen
  - Verify the projector is on
  - Verify display cable is connected
  - Verify correct input source is selected on control panel (try switching to another source and back again)
- Image is flickering - OLLI staff can assist
  - Try changing image resolution (usually lower)
- PowerPoint only partially fills screen (cut off on the right)
  - Check if using slide show “presenter view” and turn it off

# Operating System Settings

## Windows 10

- Manual: Right click on desktop and select “Display settings”  
scroll to “Multiple Displays” and select “Duplicate”
- Can also use “Display settings” to adjust resolution if needed
- Check power settings to avoid screen or laptop sleep mode:  
Start → Settings → Power & Sleep

## macOS

- Manual: System Preferences—>Display—>  
Arrangement: Set to mirror display
- Check power settings to avoid screen or laptop sleep mode:  
Apple → System Preferences → Energy Saver (power adapter)



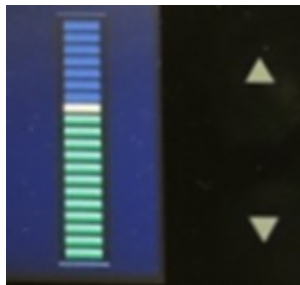
# Internet

- Internet (wifi) connections – no password required
  - JRC: JudeaPublic
- Generally very good performance but downloading videos for use in class is possible

## Playing YouTube Videos

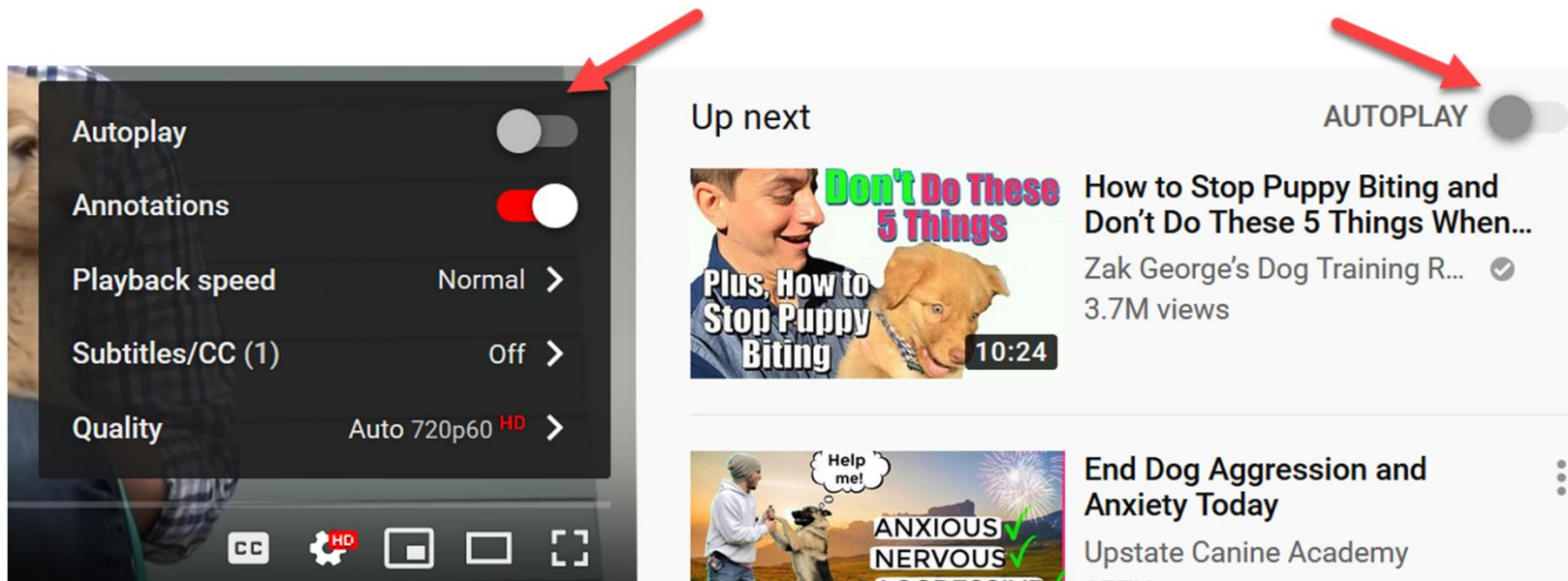
- Have link(s) ready to launch  
e.g., document with links or browser bookmark folder
- Highly recommend to download videos to laptop  
(and to flash drive as backup with your presentation!)
- Suggest this (among many): free, open-source, Mac or Windows  
<https://www.4kdownload.com/download>
- Start with low volume and adjust as needed
  - turn laptop volume up, then adjust with console volume

use ^ and v  
-or- tap the bar



## Playing YouTube Videos - *update*

- Turn off autoplay
  - Switch AUTOPLAY off - top right above “Up Next” video list
  - Select gear icon for settings and switch AUTOPLAY off



# Adding Videos to PowerPoint

- Direct link: <https://www.youtube.com/watch?v=wEp4ItQzzCU>
- Download and manually launch video player
  - Can be awkward switching between slides and video
- Use Powerpoint “Insert Video” feature
  - Need PowerPoint 2013 or newer
  - Select “Insert” on the ribbon bar, then “Video” and then:
  - Video from File -or- Video from Web Site

## Presentation Tips

- PowerPoint slide show: F5 (first slide) or Shift+F5 (current slide)
- Powerpoint: Press “**b**” to blank the screen (again to resume)  
e.g., to use whiteboard or have class discussion
- Powerpoint: Press “**w**” to project white screen (again to resume)  
e.g., to illuminate an object
- Use USB presentation mouse to advance slides (+ laser pointer)



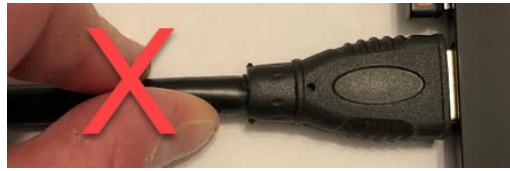
(e.g. Logitech R400)

Save/export presentation as **.pdf** file

- viewable on any device (Windows, Mac, tablet)
- is best format to share slides with class

## General Tips

- Technical issues you cannot resolve within a few minutes?
  - Instructor should stay in classroom
  - Ask assistant or a student to get help from OLLI staff
  - Fill out technical problem report if appropriate
- When removing a cable, always grasp the connector, do not pull on the wire!



- Keep track of time for pacing (clocks in most classrooms)
- Plan for 5-10 minute break (at least offer to the class)

# JRC – Mic and Speaker



## Time to Practice!

### Assistants for Hands-on Practice

- Raymond Conroy - Windows
- Howard Koslow, Apple Mac or Windows

This slide deck is posted on:

[olliatduke.online/instructors](https://olliatduke.online/instructors)

*Thank you for your time and...  
Enjoy teaching your class!*