

# MCC Classroom Technology How To

Revised 01/06/2019

Written based on 9/11/19 Tech Workshop at MCC Dobson with Jeff Foster. MCC Red Mountain technology may be slightly different.

## PREPARING TO USE THE COMPUTER IN THE CLASSROOM

- The computers in the room are left on.
- The screen will show two options to select your operating system (Mac or Windows). Choose the appropriate option and double click. (It could take up to two minutes to open the next screen.)
- Click the mouse to display the Login screen.
  - Enter your **User Name** and **Password**.
  - Your User Name is your MEID (listed on the upper right-hand corner of your MCC Student ID)
  - Your Password is unique for the MCC computers.
    - This is a separate system from the NFLL website used for registering for classes.
    - If you do not have a Password for the MCC computers or if your password does not work, call MCC HelpCenter at 480-461-7217.
  - It will take a little time for the computer to log in.

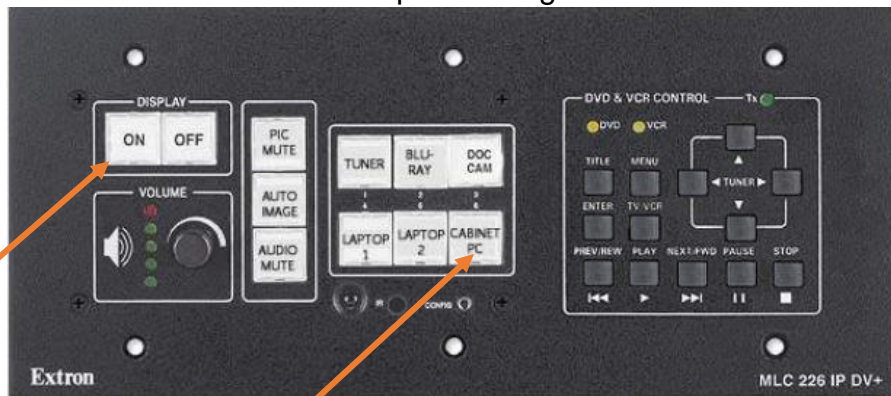


Figure 1

## TO POWER ON/OFF THE LED PROJECTOR

- Press the Display “On” switch located on the push button panel on the upper left-hand corner of the podium.
  - In some rooms, this will also lower the projection screen. If the projector screen does not lower when the LED projector is turned on, then look on the wall for a toggle switch to lower the projection screen.
  - Wait until the Display “On” button stops flashing.
    - NOTE: If the Display “On” or “Off” button is blinking, you will not be able to change or activate any other control, until the projector has fully warmed up.
- To project the computer image on the projection screen, click the “Cabinet PC” button on the middle of the podium

## TO ACCESS AN INTERNET BROWSER

- Firefox and Chrome are both available on the home screen.
- Click on whichever browser that you want to access.

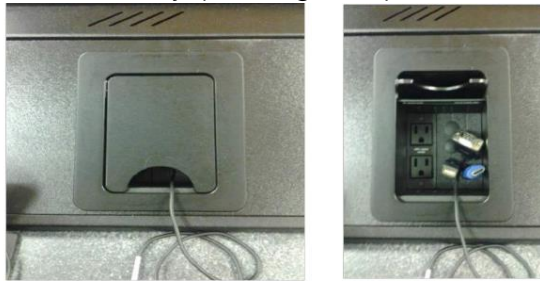
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- Type whatever you want to search into the subject line of the browser, then click “**Enter**” to search.

## TO ACCESS A POWERPOINT PRESENTATION

- Locate the USB drive inside the controller and insert your USB memory stick (flash drive).
  - Many times, there is a second USB connection on the front of the computer in a bottom cabinet or on the side of the monitor or there is a separate USB cable lying on the counter or inside the cable cubby (see Figure 2)



**Cable Cubby** - Just to the right of the monitor arm is the cable cubby. A door may be hiding the cables. Flip up the door and there are three cables, a VGA, USB, and a HDMI. Connect your laptop via the VGA cable, or with the HDMI cable if you have a newer computer that uses HDMI.

**Figure 2**

- Click on “**This PC**” on the home screen of the monitor.
- Click on the **USB Drive** to show files.
- Double click on a document/presentation to open.
- Once a PowerPoint presentation is opened, click on the “**Slide Show**” button or click the Slide Show tab and then click on the “**From Beginning**” icon.
  - The presenter may know where these commands are on the desktop monitor.
- To move the presentation to the next slide, click the right arrow (→) or the space bar on the keyboard. To go back to a prior slide, click the left arrow (←).

## IF A PRESENTER INSISTS ON BRING A LAPTOP

- Inside the Cable Cubby is two other cables besides the USB cable (see above). Connect either the VGA cable or the HDMI cable to the laptop.
  - HDMI is the newer technology. Some newer laptops may not have a VGA connection.



HDMI Cable



VGA Cable

- Click the appropriate button on the push button panel: “**Laptop VGA**” (or **Laptop 1**) or “**Laptop HDMI**” (or **Laptop 2**). See Figure 1 on page 1.
- **To connect to MCC Network’s Guest/Public Wi-Fi follow these instructions completely:**
  - Select **Maricopa** from the list of available networks.
    - There is no password needed.
    - MCC’s **Maricopa** network will allow anyone to connect. The connection is limited and will only allow for basic internet services.
  - After connecting, the user will need to launch a web browser and attempt to visit a website that is outside of MCC or the MCCCDC district.

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- Additionally, it will need to be a website that they don't already have cached on this computer. We suggest accessing **www.aa.com** or **www.cnn.com** since it is short to type.
  - This will cause the browser to redirect to a page where the user must agree to our terms & conditions.
  - Please be aware that simply connecting to the Maricopa network is not enough to get you connected to the internet. Terms and conditions must be agreed to.
  - The requirement of visiting an outside website will be removed in an upcoming update. This documentation will be updated when we become aware of the change.
- Users connecting to **Maricopa** will click "Agree" at the bottom of the page. Then & they will be then be connected to the network.
  - Users connected to the Maricopa network are disconnected after 90 minutes. Users may reconnect again after a disconnect by following the instructions above.
- **NOTE:** If a personal laptop is used, extra MCC technical support may be needed to connect to the internet. Pick up the classroom phone and select the **HelpCenter** button.

## IF THE PRESENTER DESIRES TO USE THEIR CLICKER WITH A POWERPOINT

- When a USB memory stick is connected to the USB cable in the Cable Cubby, insert the Clicker USB connector into the USB connection on the front of the computer in the bottom cabinet.
- If a second USB connector cannot be located, call the **HelpCenter** from the classroom phone.
- If the bottom cabinet does not have a USB connector and there is only one USB connection, then the easiest way to manage both a USB memory stick and a clicker's USB connection:
  - Insert the USB memory stick into a USB connection inside the controller.
  - Follow directions above to locate the file needed.
  - Left click on the file and hold. Move cursor to drag the file to the Desktop, then release.
  - Hover over the memory stick icon on the right bottom of the screen. Right click and select **Eject**. Remove the USB memory stick.
  - Then insert the clicker's USB connection into the one USB connection.
  - Follow directions above to open the file and show the presentation.
  - After the presentation is finished, drag the files off the desktop to the **Recycle Bin**. Then right click on the **Recycle Bin** and click **Empty Recycle Bin**.


## TO USE A MICROPHONE

- Most microphones are simply a matter of turning on or off.
- There is a volume control that turns up and down.
  - If the microphone has a USB connector, it will need to be plugged in. There may be a little knob on the lower left of figure to control the volume of the microphone.
- Some microphones take a charge and others need batteries.
- If the microphone does not work or assistance is needed, contact the **HelpDesk** from the classroom phone. It could be that the microphone is on the wrong frequency.

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## TO USE A DVD

- Many classrooms still have a DVD/VCR Player separate from the computer. These are being phased out. The preferred method is to use the DVD inside the computer.
- Insert the DVD into the DVD slot of the computer.
- Open **VLC Media Player** on the home screen of the computer. 
- Click on "**Media**", then click on "**Open Disc**". The drive of the DVD will be populated.
- Click "**Play**".
- If just a portion of the DVD needs to be accessed, use mouse to click and drag at the bottom of the screen to get to the material needed. (It could take a minute before the DVD plays.)
- To adjust volume, located just below the "On/Off" button on the push button panel, turn the knob to adjust the volume (See Figure 1 on page 1).
  - Volume can further be adjusted inside a video.

## TO USE THE DOCUMENT CAMERA (Similar to an old school overhead projector)

- Click the Red Power button on the Document Camera.
- Select "**DocCam**" on the push button podium panel button to project the document (See Figure 1 on page 1).
- Place document below lamp to display.
- To focus, push the Autofocus button on the camera base.
- When you are finished, please power off the document camera.

## TO SHUT DOWN EQUIPMENT

- When finished with the projector, push the display "**Off**" button on the upper left hand corner next to the on button. (See figure 1.)
  - This will turn off the projector and raise the electric screen.
  - If the screen does not rise, turn the switch on the wall up to raise the screen.
- To remove the USB memory stick (flash drive), make sure the presentation is closed, then click on "**This PC**" on the home page.
  - Right click on the **USB Drive** on the right bottom of the screen.
  - Select **Eject** button. A message should pop up saying it is now safe to remove the USB drive.
  - Be sure to remove the USB flash drive and other personal items.
- When done using the Cabinet PC, **please Reboot the system** by following these steps:
  - Click on the **Start** icon in the bottom left corner of the computer screen. 
  - Click the **Power** icon above the Start icon. 
  - Click the **Restart** icon.
  - This will log the user out completely and put the PC back to a useable point for the next person to select either Mac or Windows.
    - If you just logout instead of reboot, it will stay in whichever operating system (Mac or Windows) you had selected instead of giving the next user a choice to choose either operating system.
    - The computers in the rooms are left on.

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## TO SHUT DOWN EQUIPMENT (Continued)

- If a microphone was in the classroom when you arrived, leave it in the room.
  - If a microphone was picked up for another location, please return.
- MCC will lock the door of the room.

## IF ADDITIONAL HELP IS NEEDED WHEN IN A CLASSROOM

- Press the button to the left of “**HelpDesk**” on the phone in the room.

## TO MAKE AN APPOINTMENT TO GET FURTHER ASSISTANCE WITH AUDIO/VIDEO EQUIPMENT

- If you are unfamiliar with the classroom assigned to your class and/or need assistance with the audio/video equipment, call for an appointment with the Computer Technical Services a week or more before class for coaching, logging in and how to use the equipment.
  - Dobson MCC: 480-461-7687 or Red Mt 480-654-7705

Here is the link to **Wireless – Wi-Fi Access at MCC** information which could include new clarification that has not been updated above.

[https://mesacc.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst\\_name=mesa&article\\_id=1796-1538089](https://mesacc.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=mesa&article_id=1796-1538089)

For further clarification or to get information updated on this document, please contact Pam Carter, [azpamcarter@gmail.com](mailto:azpamcarter@gmail.com)