

# KCC Classroom Technology Guide

Revision 3.0 Updated 2/20/2020

The most current version of this document can be found at [www.klamathcc.edu](http://www.klamathcc.edu) under Community Outreach->Using our Facilities

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## Revisions

Version 2.0 updated to change to the Extron system

Version 3.0 includes Extron TouchLink control panel, Updated Extron MLC Control Panel, Extron ShareLink and Lecture Capture.

## General Classroom Information

Every Classroom at Klamath Community College is multimedia ready. Standard Equipment includes an Instructor Station with the following:

- Extron Control System
- Internet Access
- DVD/Blu-Ray Player or PC that will play DVD or audio
- Document Camera
- Projector or 75" SMART Display
- Extron ShareLink
- Speakers
- USB Connectivity
- Laptop connection option

All B6 and B5 classrooms generally have the same technologies but different brands/models of equipment. Most of the non-synchronous classrooms have lecture recording equipment installed and have had the projector replaced with a SMART display. Those classrooms are:

Building 5 – 507, 510, 515(no lecture capture but has been upgraded to SMART)

Building 6 – 6108, 6109, 6122, 6131, 6136, 6208, 6214, 6228, 6229, 6230

Building 8 - 810, 814

For training on any of these devices/features, please contact the [Center for Teaching and Learning](#) at this link or by calling 5418802340.

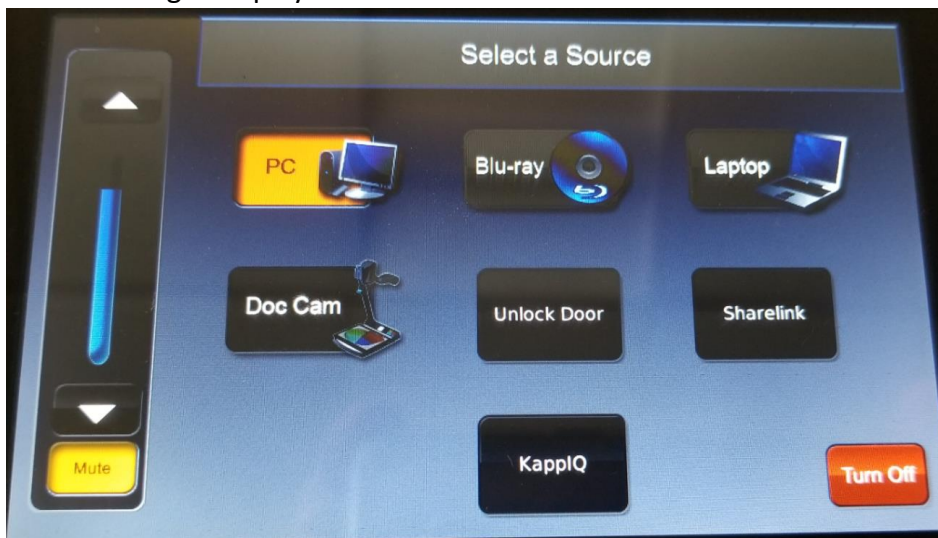
## TouchLink Control

Buildings 8 and 9 have Extron TouchLink control systems and SMART displays

Tapping the Power button in the center of TouchLink Panel will turn on display devices in the room.



The following is displayed on the TouchLink



This shows the PC input is set. You can select the desired input source from here and adjust audio volume and mute the audio. As shown above, the audio is muted.

## Blu-ray Player

To operate the Blu-ray Player, tap the Blu-ray button that will bring up the Blu-ray control interface as shown below. Use the appropriate buttons for play, pause, etc.



The Blu-ray player itself will be inside the lectern cabinet as shown below.



Open Lectern door to access Blu-ray player inside

\*Synchronous Rooms 110,6123,6207,6217 do not have stand-alone DVD Players. You would use the PC to play DVD discs and play with Blaze DVD shortcut on the desktop

## Laptop connection – Bring Your Own Device - BYOD

To use your own device such as a laptop, connect your device to the BYOD Console shown below, then tap the Laptop button that will illuminate the Laptop selection and display the connected device's video on the SMART display and play audio via room speakers.

If VGA or Display Port is used you will need to connect your source audio via 3.5mm audio connector in order for BYOD audio to be played via the room speakers.



**Document Camera**

Tap the Doc Cam button on the TouchLink to select that Source as shown below



When the Doc Cam is ready, the LED will be green – this may take up to 1 min.



## Unlock Door

Tap the Unlock Door button to unlock the classroom door for 10 min.  
To relock the door, tap the button again



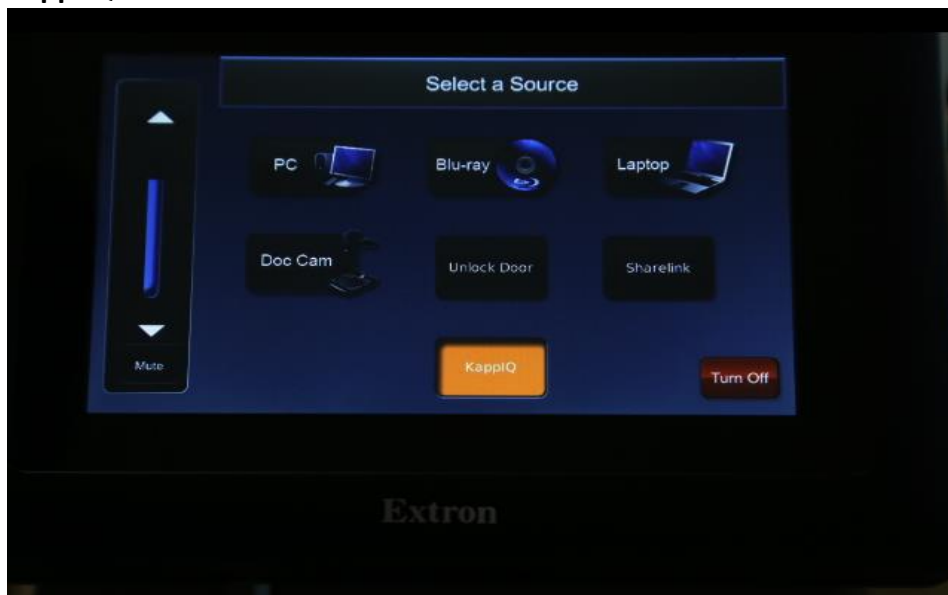
## ShareLink

Tap the ShareLink button

This is what should be displayed – after downloading the App for your device, you can connect to this system and display content from that device to the display.

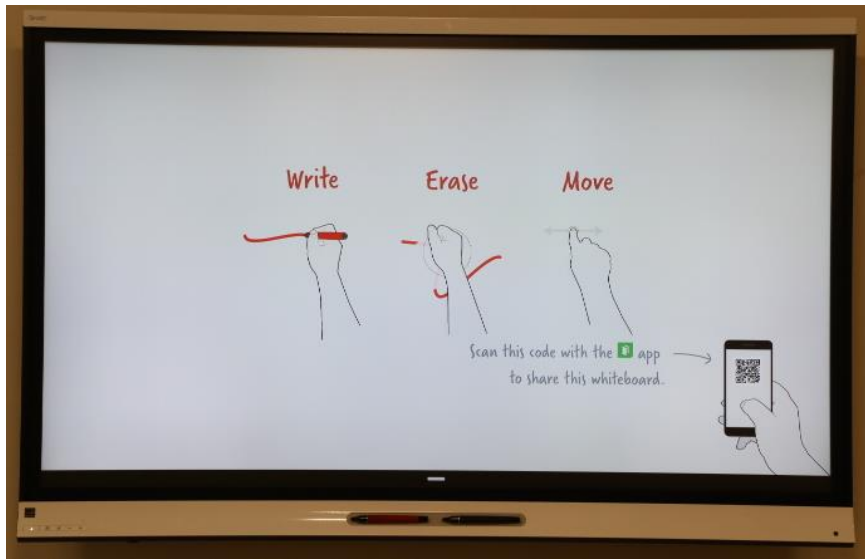


## Kapp IQ – SMART Interactive Whiteboard

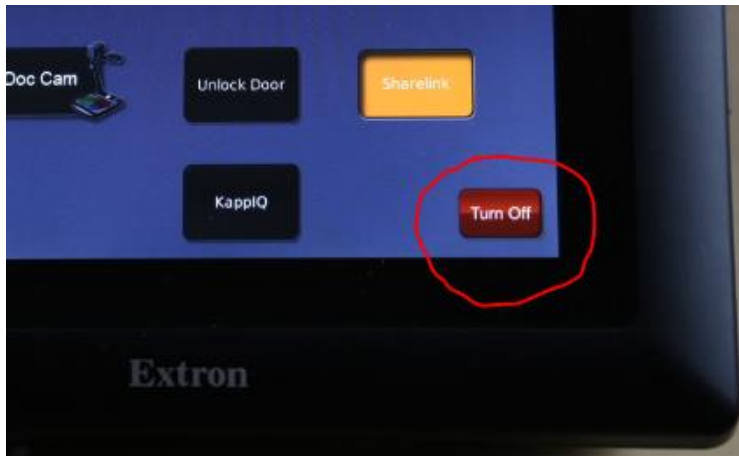




This is what should be displayed



### Power Off



Tap Power Down to power off or Cancel to return

## Extron MLC Control System

B1, B2, B3, B4, B5, B6 classrooms on campus have Extron MediaLink Control Systems installed. This system controls the projector or SMART display, main classroom volume, DVD player (non-synchronous classrooms), ShareLink, document camera, and Support Intercom. The Intercom is not active.



At the top of the main control panel (Figure 2) is a label “DISPLAY”. These buttons turn ON the projector and turn OFF the projector or SMART display. When the ON button is pressed it will begin to blink until the projector is “warmed up”. The control panel will be *locked* out during this time. Once the “warm up” sequence is done the button will remain lit. To turn OFF the projector press the OFF button. The OFF button will begin to blink while the projector is powering off and finishing its “cool down” cycle. The controls will be *locked out* during this time. This does not apply in the SMART display rooms as there is no warm-up or cool-down for the SMART displays.



The “VOLUME” knob is the Master Volume Control for the classroom, which includes the PC, DVD, and Laptop volume. The default volume is set to 20% every time the video image is changed.

The center control section has three

buttons. The first button on top is “PIC MUTE”. This button mute the image projected and is only in the non-SMART rooms that still have projectors. This button will blink PINK while enabled. Press the “PIC MUTE” button again to disable. If this option is enabled for 10 minutes the projector will automatically turn OFF.

The “Unlock Door” button is available. Press this button and the classroom door will unlock for 10 minutes. At the end of 10 minutes the door will lock itself. At any time within the 10 minutes window, the button can be pressed again to lock the door.

The “AUTO IMAGE” button is a diagnostic tool to re-align the projected image and is only in the non-SMART rooms that still have projectors.

The right six buttons represent the different inputs that can be selected. Pressing one of the inputs will light that selection, the default is the PC input; The other options include DVD, Document Camera, Laptop HDMI, Laptop VGA and ShareLink.

On the instructor stations that have not had the SMART upgrade, there is a Laptop “Computer IN” port. This can be located on the back of the Extron Control Console or beside the Extron Control Console.



You will need to provide a VGA or HDMI cable and a 3.5mm Audio cable to use this feature. The USB ports are also available next to the Laptop “Computer IN” port and on the WACOM and SMART Podium monitors.

## Extron DVD\Document Camera Control - MLC

Next to the Extron main control panel is the DVD\Document Camera controls. When the DVD input is selected this panel is activated. To signify this the DVD LED will be lit. This panel will allow you to maneuver through DVD menu items and select options in DVD menus.

This panel also can control the Document Camera. When the “DOC CAM” button is pressed the Document Camera will turn on and the “VCR” LED will be lit. When the “Display OFF” button is pressed to turn OFF the projector, the Document Camera will also be turned OFF. *DO NOT turn OFF the Document Camera manually.* The Instructor Stations *do not* have VCRs, this control was given to the Document Camera.



The main feature of the Document Camera that is controlled is the “Freeze” option of the camera. Using the “PAUSE” button on the controls can Freeze the camera image allowing you to remove what is being projected while leaving the projected image on the screen.

## Lecture Capture

There are currently 14 classrooms that are equipped with Lecture Capture – 6108, 6109,6122,6131, 6136,6208,6214,6228, 6229,6230,810,814,507,510,515

The MLC Extron panel is shown below. To start Lecture Recording press the Lecture REC button, which will illuminate red as shown below.

To end the recording press the Lecture REC button again.

Building 8 has 2 classrooms, 810 & 814, with lecture recording system installed. To start Lecture Capture in that room, tap the Lecture Recording button. That button will illuminate red when recording as shown below. To end the recording tap the Lecture Recording button again.



810 & 814 - TouchLink



To retrieve your recordings browse to the **classroomrecordings** share which will be automatically mapped when logging into any instructor machine. Browse to the recording folder desired to access a specific recording. The recording folders are named according building and room number, the end string of numbers are date and time stamps.

