

Ron Wilson Training Center Classroom Technology



OKLAHOMA
Office of Management
& Enterprise Services



MOTIVATE

Classroom expectations

1. All liquids will need to have either a lid or a bottle cap while in the classroom.
2. All food and snacks should be cleaned up and disposed of after eating.
3. Classroom layout should be maintained. (See layout page.)
4. DO NOT disconnect classroom technology or audio or change display settings.
5. Log out of Office 365 accounts.
6. Classroom should be cleaned after every class. Wipe down tables, glass boards and name tents at end of day.

Facilitator computer access

- Username: opmtraininst
- Password: OpmH!reM3

Note: 0=zero in password



Classroom audio

- Adjust volume from computer.
- DO NOT TOUCH or access soundbar controls. Soundbar is Bluetooth and automatically connects.
- DO NOT log into Zscaler application. Exit program.



Classroom televisions



Remote One

Large and small TVs

- Stand in front of TV and press the green Power On button with Remote One.

Presenter clicker and light pointer

- Switch to ON.

Note: Extra batteries are located on podium.



USB Hub

- Connect your USB devices here.



At the end of the day, please log off computer, websites and applications, and power off TVs.

If you need help, call Candis Ross at 405-521-6330 or Kyle Suchy at 405-401-0943.

MOTIVATE classroom camera



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Camera instructions

Camera is powered on and will automatically connect to computer and Teams.

Remote instructions

If camera is not on, press red power button.

Use up-down-left-right buttons on remote to zoom and turn camera.



Ceiling microphones

There are two ceiling-mounted microphones. Microphones are configured to the computer and Teams.



Microsoft Teams instructions

1. Log into computer.
2. Search>Microsoft Teams.
3. Log into Teams with your employee ID and password.
4. Open your specific meeting.
5. If camera is not working:
 - Select the three vertical dots next to profile picture.
 - Settings > Devices.
 - Speakers > **(JBL EON ONE Stereo)(Bluetooth)**
 - Microphone > **UT-AUD 00k0612530**
 - Camera > **UT-VID 00k0612530**

At the end of the day, please log off computer, websites and applications, and power off TVs.

If you need help, call Candis Ross at 405-521-6330 or Kyle Suchy at 405-401-0943.

TROUBLESHOOTING



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Computer will not power on

- Make sure computer is getting power and turned on.
- Contact Statewide Learning Services if computer is not getting power.

Computer is not connected to WiFi/internet

- Make sure all cables are connected to the computer.
- Contact Statewide Learning Services if internet is not working.

Displays will not turn on

- Stand in front of TV and press Power On button.
- Check to see if power light is on.
- Replace remote batteries.

Displays are on but not showing computer desktop

- Verify TV is on correct input source: press HDMI 1 on Remote One.
- Make sure computer Display settings are set to Duplicate: right-click mouse > Display Settings > Multiple displays > Duplicate.

Sound is not playing audio

- Adjust volume from the computer.
- Be sure volume is not muted on computer.

Presenter clicker will not connect

- Be sure clicker is turned on.
- Replace battery in clicker.

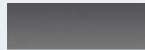
CLASSROOM LAYOUT



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Front TV



Back TV

IMPORTANT: This classroom can be configured to meet facilitator needs. If you move tables, **they must be restored back to the above layout** before you leave the Ron Wilson Training Center.