Well-Being Classroom

User Guide

Salazar Hall 98

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WELL-BEING CLASSROOMS

The Mind Matters Well-Being Classrooms were unveiled in fall 2019. Cal State LA understands that the well-being of its students encompasses all aspects of their educational experience, including their learning environment.

CLASSROOM FEATURES

IDEAL SETTING FOR LEARNING

The Well-Being Classrooms include a moss wall, ample natural light and features that contribute to well-being and comfort, including state-of-the-art air, lighting and visual display systems.

BUILDING STANDARDS

The University expects the classrooms to be WELL-certified in the future. The WELL Building Standard (https://www.wellcertified.com/) is a certification based on medical research that aims to improve health and well-being through the built environment.

Salazar Hall 98

CAL STATE LA
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Furniture Layout

SH 98
Front

Left
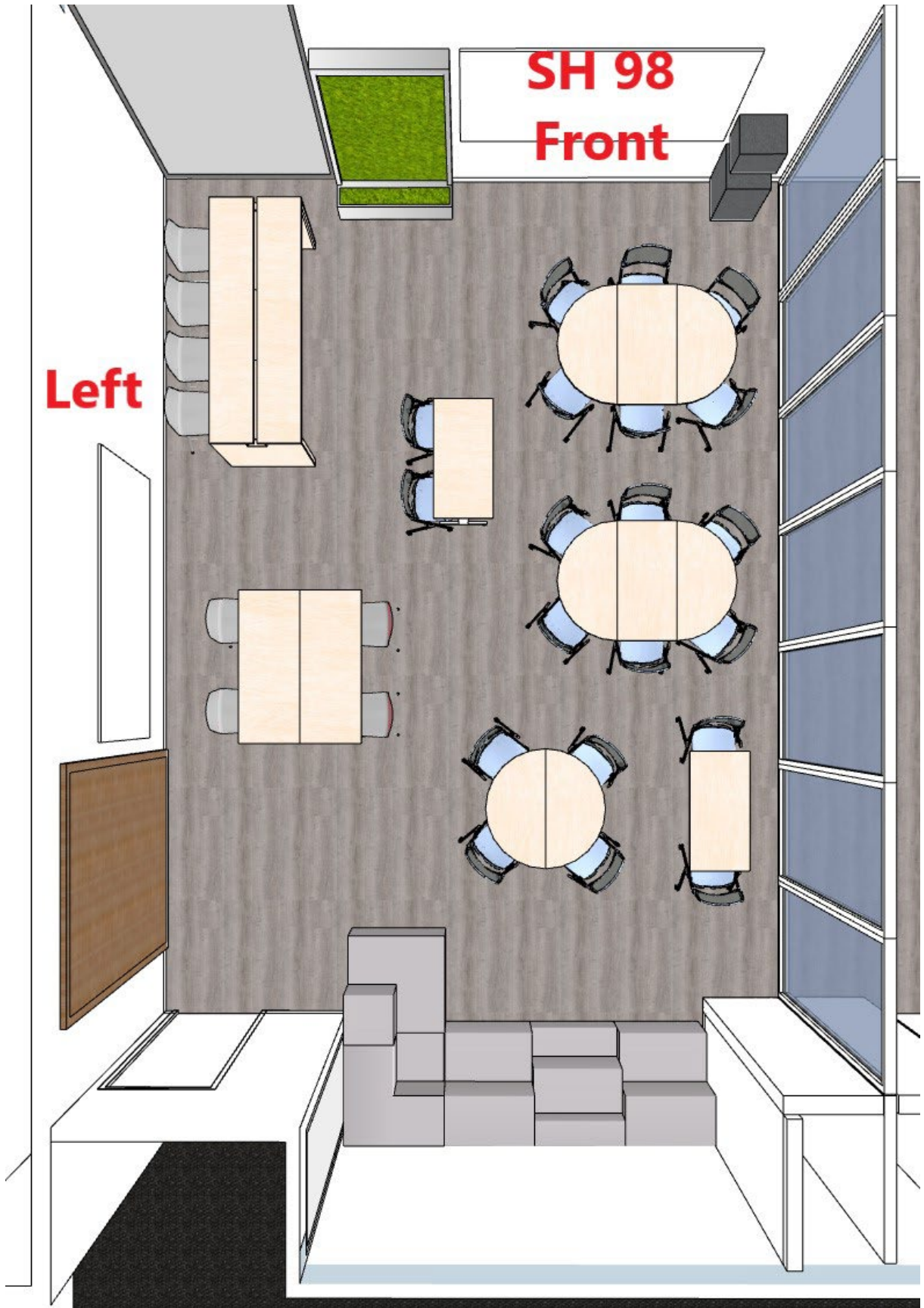
Accessing the Well-Being Classroom

SH 98 Front Entrance

5. If the PIN is entered wrong, a Red light will display. Start over from step 2.

CAL STATE LA

Room Controls

Located immediately to the right as you enter the room are 3 Controls:

1. ALARM Panel – Don't touch or press any buttons!
2. Light switch – to control the ceiling lights
3. Black Touch Panel – to control the Projectors, ceiling speakers and mics, and portable microphones

SH 98 Lighting Control

There are three different default light settings for the classroom and a dimmer control.


1. On/Off – Turn on all the lights to full brightness / Turn off all the lights.
   There are emergency lights that are always on and cannot be turned off.

2. Front – Turns on/off the lights above the Front Projector

3. Left – Turns on/off the lights above the Left Projector

4. Dimmer Control – The lights can be dimmed or brightened little by little by pressing the Up/Down arrows at the bottom.

Touch Panel Control

The touch panel controls the projector, speakers and microphone levels. To start, touch anywhere on the black LCD screen to show the below screen:

Touch again to show the default controls:
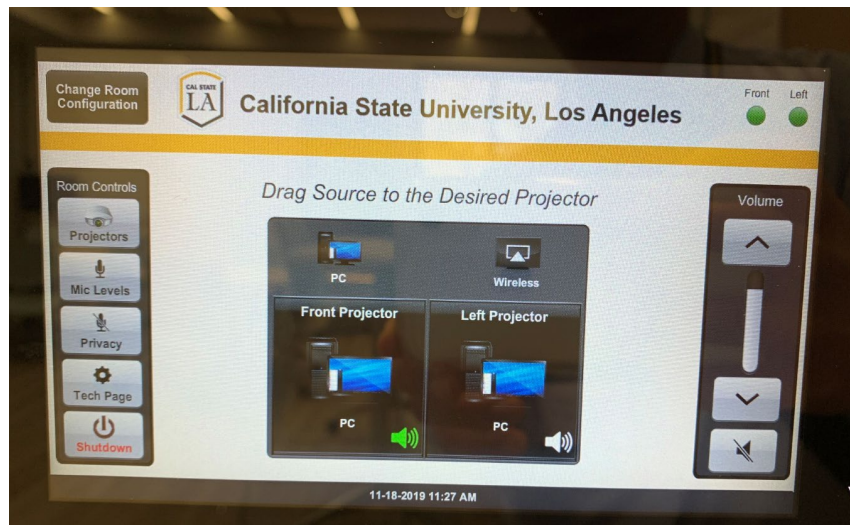
The two **PC** and **Wireless** icons above the projectors are referring to the two sources for the projectors.

The PC is located inside the top black cabinet attached to the wall at the front, right corner of the classroom.

If you have a mobile device, such as a laptop, you can connect to the projector wirelessly and stream the screen and audio.

Refer to: **Connecting to the Projector Wirelessly**.

Changing the Projector Source

The **PC** is the default video and audio source for the projector for both front and left projectors. To change the source, touch the **PC** or **Wireless** icon and hold until another duplicate icon appears.

Then drag the **PC** or **Wireless** icon to the desired **Front Projector** or **Left Projector**. Repeat again for the other projector.
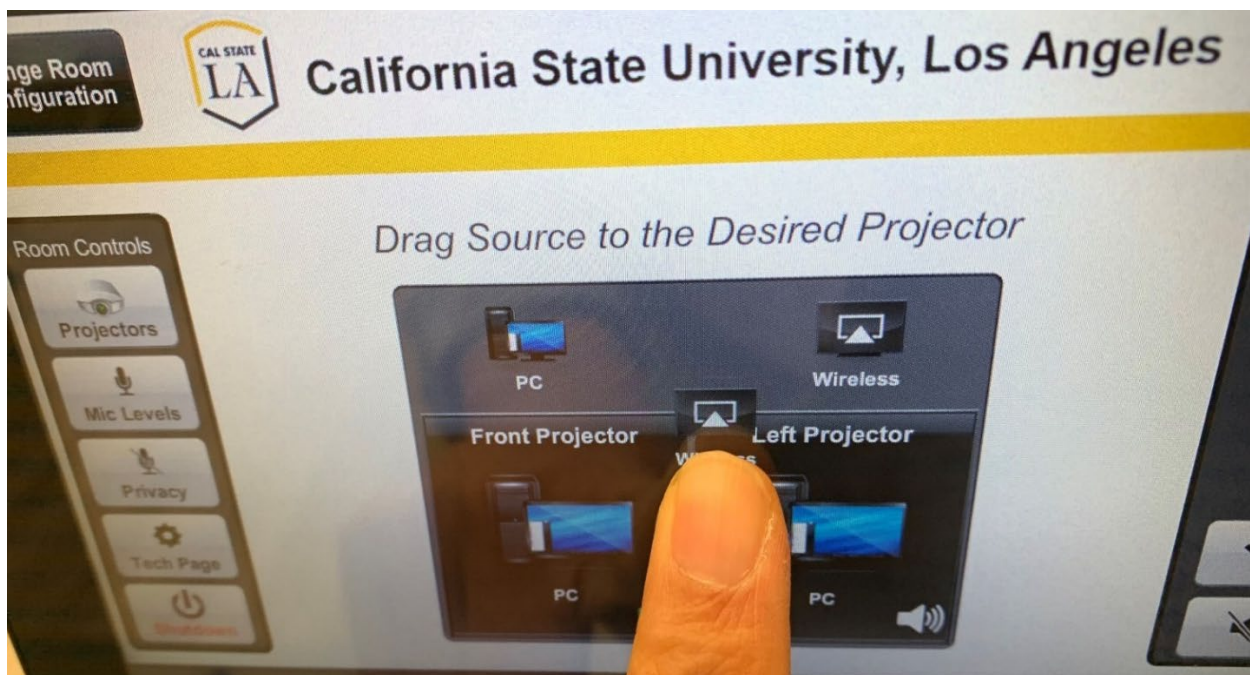
Tech Equipment

Combo Code Lock

Once the projector and lights are on, go to the black cabinet at the front, right corner of the classroom.

A combo lock is on the cabinet. If you do not have this code, contact your department OR your College ITCs.

Press the combination code one digit at a time, then move the lever at the Left of the lock down to unlock it, then pull the cabinet open.

Remember to lock the cabinet before you leave the classroom. To lock, close the cabinet, then move the lever left.

Opening the Cabinet

The handle is on the left side. **Pull Out** to open the cabinet.

Equipment List

The wireless keyboard and mouse are usually on top of the cabinet or on the portable podium.

The **USB Extension cable** for the PC is attached to the right of the cabinet.
Insert your USB drive to this cable and **DO NOT unplug any USB from the PC**.
Don't forget to retrieve your USB drive after you are done.

Inside the cabinet contains the following items:

II.   Wireless clicker / presenter pointer

III.   Lavalier lapel microphone – inside dark blue/black pouch

Using the Computer

This classroom's PC is like any other TEC classroom PC on campus. Faculty can bring a flash drive to load and save their lecture materials or they can access their email and Moodle through the MyCalStateLA portal.

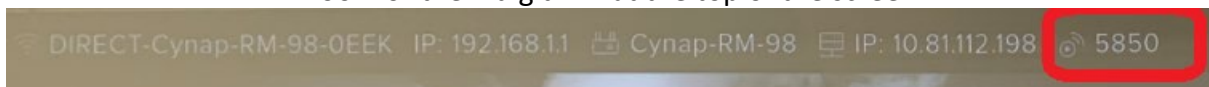## Switching the projector source to a mobile device

Go to the Touch panel for the projectors by the door. Touch and hold the **Wireless** icon for a second, then drag and drop the **Wireless** icon to the desired projector(s).
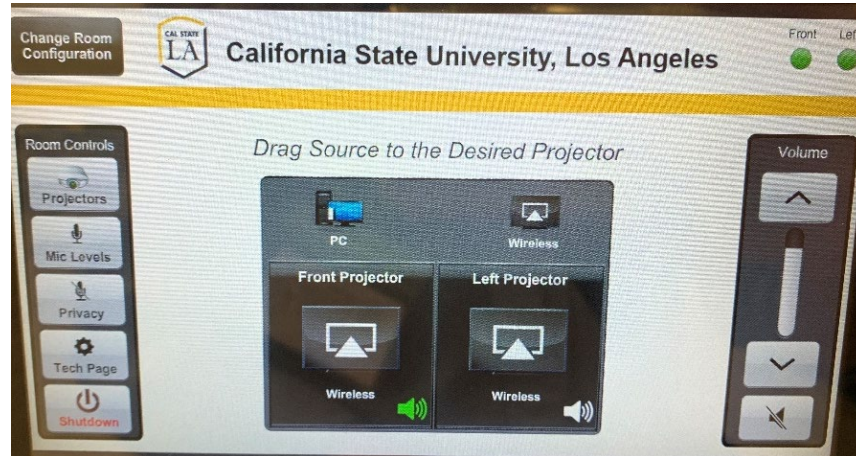
The projectors will show the wireless connection screen
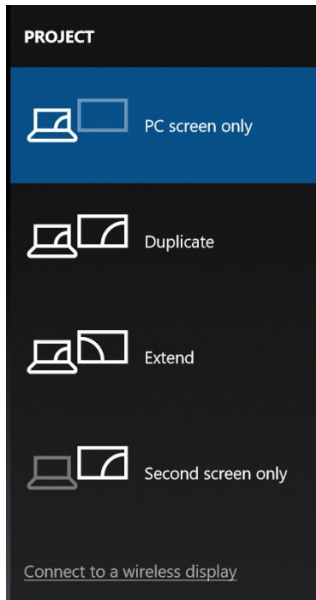

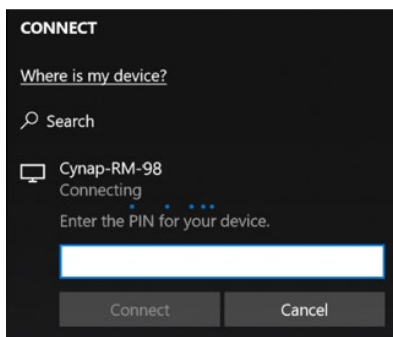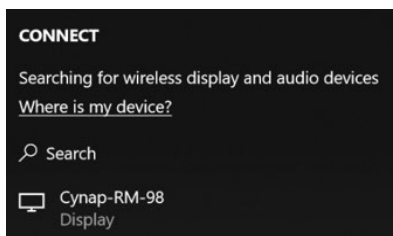Look for the 4 digit PIN at the top of the screen

Connecting to the Projector Wirelessly

Windows laptop

Most campus assigned HP laptops with Intel Chipset (Miracast capable) can connect wirelessly to the projector. To connect, make sure your WiFi is On/enabled:

2. At the very bottom, Click on **Connect to a wireless display**

Apple MacBook, iPad, iPhone

All modern Apple mobile devices with the latest OS version have AirPlay capability. Please follow below steps to connect your device to the projector.

1. Make sure the **wireless AND bluetooth** are On /enabled.

2. Connect to the campus wireless network **CSULA-SECURE** with your credentials.

3. Use AirPlay to connect (https://support.apple.com/en-us/HT204289)
   a. MacBook: System Preferences => Display => AirPlay Display: Dropdown box
   b. Select the Room Display: **Cynap-RM-98**
      Note: It may take up to 5 minutes for the selection to show up in AirPlay. Please be patient.

4. Enter the 4 digit PIN found at the top of the projected screen and click on the **OK** button

Digital White Boards

The room is equipped with 2 digital white boards. They can be used in the following ways:

1. Faculty can project their PowerPoint slides or other media from the PC or laptop.

2. Faculty can also write on the digital white board with their own dry erase markers.

3. The front screen can also be used as a large touch screen to interact with the cabinet PC. There are stylus (digital markers) inside the white box in the technology cabinet that can be used (like a touch screen mouse).

4. The stylus can be used to draw, instead of dry erase markers, on the digital white board. The stylus is located inside a white box attached to inside of the cabinet.

Webcam and Ceiling Mics

The PC has Zoom client installed. Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform and offers video, audio, and wireless screen-sharing experience across multiple platforms.

All Cal State LA campus accounts have access to the Zoom services.
Visit: https://calstatela.zoom.us/ and sign in with your campus account.

Shutting Down

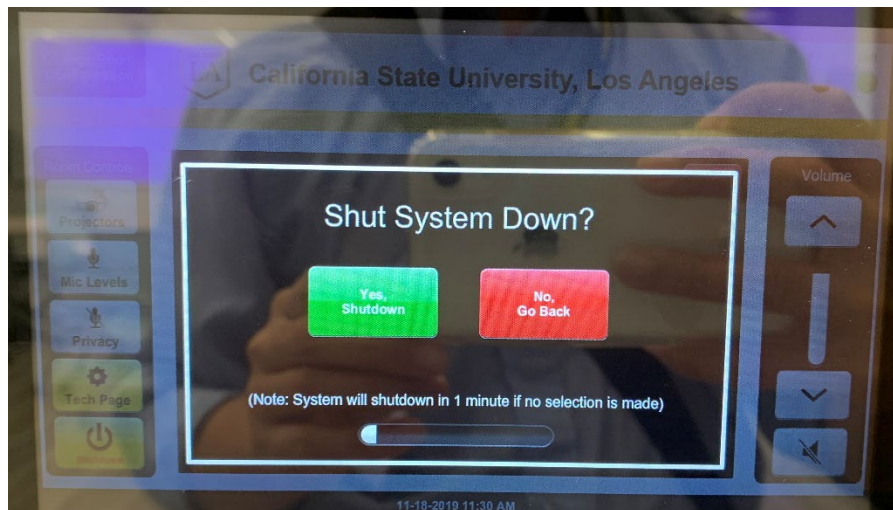At the end of your class session, allow at least 3 minutes to follow these steps.

1. Return all technology devices back to the cabinet and lock it.

2. Return the tables and chairs back to their original layout (see furniture layout page).

3. Return to the touch panel control and tap on "Shutdown"
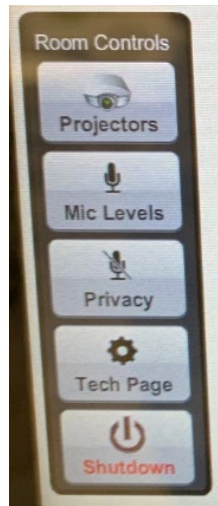
4. Tap on the Green "Yes, Shutdown" button.

5. Turn off the lights before exiting the room.

Troubleshooting Tips

Accessing the Room

If you cannot access the room with your One Card, contact the One Card office: 323-343-6800.

Touch panel control

- Projectors – Drag and drop the icon
- Ceiling Speakers – make sure the blue speaker icon is on the correct projector source
    - Adjust the volume on the PC

- Microphone
    - Ceiling mic – should be green light, if red, tap the **Privacy** button to unmute.
    - Handheld mic – Make sure to turn on the mic and turn up the volume for ceiling speakers (see above)
- Lapel mic is in dark blue/black pouch
    - Make sure to turn on the mic.

Wireless keyboard and /or mouse is not working

Look at bottom of the mouse and make sure the power switch is on

Then if it's still not working, contact ARPM@calstatela.edu to replace the battery.

- 2 AAA batteries for the wireless keyboard
- 2 AA batteries for the wireless mouse

Computer is off/blue screen

Open the cabinet and press on the PC power button until PC is off.
Then press On again to turn on.

Technical Difficulties

If you are still having trouble with the technology, please contact your College ITC immediately. If you are not sure who your College ITC is, then please refer to the list on the next page. If you are teaching after-hours (after 6 pm), please call the ITS Helpdesk at x6170.

There is a dedicated campus phone right outside the SH 99 classroom. Exit the classroom and turn left. Head to the end of the hallway. The phone is on the right side.

Contact Information

Academic College ITCs

College / Division	Information Technology Consultant	Extension
Academic Affairs	Jonson Yang	3-5212
Arts and Letters	Jordi Diaz	3-4233
Arts and Letters	Men Tran	3-4044
Business and Economics	David Chang	3-2838
Business and Economics	Jose Yong	3-2864
Education	Flavio Argueta	3-4339
Education	Carley Beam	3-4339
Engineering, Computer Science, and Technology	Kenneth Chan	3-4488
Engineering, Computer Science, and Technology	Fernando Loza	3-4546
Engineering, Computer Science, and Technology	Yin Tam	3-6249
Health and Human Services	Bryant Chan	3-4387
Health and Human Services	Clayton Jung	3-4604
Library	Victor Quevedo	3-4538
Natural and Social Sciences	Alvaro Beas	3-5978
Natural and Social Sciences	Gilbert Garcia	3-2998
Student Life - Office for Students with Disabilities	Jose Amenero	3-3138

ITS Helpdesk

(323) 343-6170
Library South (Palmer Wing)
- After Hours (after 6 pm)
- Salazar Hall Annex Link Open Access Lab

Office of Planning and Budget

(323) 343-3802
SS 7320