

How to Coordinate a Live LLI Class at NOVA – SPRING 2026

1. About 2 weeks before the class, contact the instructor to coordinate details and discuss special requirements. For complimentary parking at NOVA garage for instructor, send Janice the instructor's email with request to send them instructions and coupon code to be used at kiosk.
2. On the day of the class, arrive approximately 30 minutes before the scheduled class start time. Open the classroom. **If room is locked (this is rare), call IT Support at 703-323-3099 option 2. Alternative is to call Campus Police, 703-764-5000.** Turn on lights.
 - a. Go to the desk in front; tap start button on small screen (AV sources); wait a minute to power up. It controls the projector. Pull down projection screen; press button if electric.
 - b. CHOICE: You may use NOVA equipment on desk OR use your own/instructor laptop.
3. **If using NOVA's computer equipment** -- big monitor/keyboard are on desktop; CPU (with USB ports) in the cabinet. Normally find powered on, but if necessary, turn on inside computer cabinet.
 - a. Log into the computer system.
 - **Username:** nvstulli
 - **Password:** 54C8cm4_1A/VKQ (expires 5/19/26) (type carefully; you cannot "show" what is typed; and only 3 attempts are allowed)
 - b. Insert instructor's thumb drive (memory stick) into any of the USB ports in black box in the computer cabinet. On the monitor, select File Explorer (icon is a file folder) to locate thumb drive; click on it; select briefing file. On the small A/V Sources screen; at top, the "PC" icon should be selected. If "mic mute" button is flashing, the fixed gooseneck mic that may be present is OFF. Press it to turn mic on, if instructor desires to use it.
 - c. Use the small remote control (to advance slides)/laser pointer on the cabinet if desired.
 - d. At conclusion of presentation, eject and remove the memory stick, press Windows key, select "LLI" at very bottom of screen, and then "sign out." On small AV sources screen, press red "System Off" button, then "YES".
4. **If using a laptop** instead of NOVA computer, simply connect the laptop to the HDMI cable at the desk. Start up laptop, plug in charger cord. On the A/V sources screen, select "HDMI Laptop." Insert thumb drive into laptop, and open the file(s) needed. No need to touch NOVA computer, keyboard, nor use password.

Note: Apple users – there is USB-C cable in some classrooms, but we still have problems with macs (connecting, as well as other problems). Get slides on thumb drive and use it on NOVA PC or Windows laptop, unless the instructor with mac is experienced on NOVA equipment.
5. For immediate help, from your cell phone call IT support **703-323-3099, option 2.**
From phone at desk dial **23099, option 2.**

Typical NOVA classroom IT setup:



- NOVA computer (PC) monitor on right
- Small AV sources screen on left
- Phone in center – use to call IT
- HDMI cable in recessed area, for connecting laptop if used
- Small remote control for advancing slides, plus laser pointer – usually lying on desktop; works with NOVA computer, not a laptop
- USB ports (for inserting thumb drive) are in cabinet below desktop

