OM 304 has been appropriated by the Griff Center as of 8-17-22

No Optical Drive on PC

Please Note: This room’s PC does NOT have a DVD drive. If you are planning on playing a DVD, CD, etc. you will need to use the room’s DVD or Blu-ray player.

Need to access files saved on a DVD from the computer? You can arrange for use of a portable optical drive by contacting the ITS Help Desk at ext. 8340.

Staff can also provide assistance outside of class time with moving files off a disc to D2L, Google Drive, etc. so you can access the files without needing to use a portable optical drive.

Old Main 304 - Level 3 Classroom - Seats 24

### Equipment
- Wall-mounted LCD panel
- Windows computer
- Document camera (click here for more info)
- DVD player with remote control
- Ability to connect a presenter’s laptop (HDMI)

### Room Features
- Seats 24
- Tablet arm desks (movable)
- Light switches by door & behind lectern
- Internet and network access
- Phone (wall-mounted behind lectern)
- Chalkboards (front & hallway walls)

#### Powering Up the Equipment
The wall-mounted LCD panel is controlled using the Samsung remote control tethered to the lectern.

**Press the ON button to turn on the LCD panel.**

The resident computer, document camera, and DVD player are all powered on using the appropriate button located on each device.

**Projector Standby (AV MUTE)**
The AV MUTE button is located to the right of the display ON/OFF buttons. Pressing this button once will place the projector in standby or pic-mute mode, as well as mute room audio. While this mode is active, the button will flash. Simply press the button again to take the projector out of standby mode and unmute the audio.

**Volume**
The adjustment of volume is done using the volume rocker on the Samsung remote.

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OM 304 seats 11 students.

OM 304 is equipped with a 75” LCD panel that does not obstruct the chalkboard.

Click on any image below to zoom
Lighting controls and a phone are located on the wall near the Extron Control Panel.

**Resident Computer @ Lectern**
Press the POWER button on the left of the resident computer to turn it on. **OM 304 is equipped with a Dell computer.** USB ports are located next to the computer's power button.

Once the computer has been powered up, press the PC button on the Extron switcher to display the image on both the monitor and LCD projector simultaneously.

**Document Camera (ELMO)**
The Doc Cam's power and lights must be turned on manually using the controls located on the camera itself. Click [here](#) for more information regarding the document camera found in this classroom.

Once the camera's power is on, press the DOC CAM button on the Extron switcher to display the image on both the monitor and LCD panel simultaneously.

**DVD Playback**
The power button for the DVD player is located on the left of the unit above the SONY logo. It can also be powered on with the power button on the Sony remote control. Once the equipment is powered up, insert your disc into the SONY DVD player. The unit is controlled using the buttons on the unit or the corresponding SONY remote control provided.

Press the DVD button on the Extron switcher to display the DVD image on the LCD panel and monitor simultaneously.
Connecting a Laptop
The HDMI cable needed for connecting a laptop computer is found on the instructor's podium. The HDMI connection carries both video and audio. For more information see Selecting HDMI Audio Output. Tethered to the HDMI cable is a display port adaptor that you can use if necessary.

### Using the HDMI cable

1. Plug the HDMI cable into your laptop's VGA port.

2. Plug the Ethernet cable into your laptop's network jack (if needed).

3. Press the HDMI button on the Extron switcher.

4. Turn on your laptop's power.

5. If needed, set your laptop to display on a secondary display.

Don't have a HDMI port on your laptop? Visit [Training & Support](#) to find out what type of adapter is needed to connect your laptop.

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### Powering Down the Equipment
Press the Power button on the Samsung remote to turn off the LCD panel.

The resident computer, document camera, and DVD/VCR combo unit must be powered off separately. Instructions for shutting down the computer are found below.

Be sure to remove any media from the equipment before shutting it down.

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### Powering Down the Resident Computer
1. Open the Start Menu (click on the lower-left corner).
2. Click the "Shut Down" button.