OM 310

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.

Wireless Projection

As part of a pilot program for Spring 2017, this room’s resident computer allows for wireless mirroring of iOS and Android devices via Reflector 2.

After logging into the resident computer, double click on the Reflector 2 icon on the desktop. Make sure your phone or tablet is connecting to the gryphon wireless network before proceeding.

iOS Instructions

- After unlocking your device, swipe up from the bottom of the screen to open the Control Center.
- Tap the AirPlay Mirroring icon to reveal the AirPlay list.
- The classroom you are in should be in the list. Simply select it to mirror the image from your phone/tablet on the computer desktop.
- You can contact the ITS Help Desk at ext. 8340 to get the needed password.

Android Instructions

- After unlocking your device, use the built-in Cast* function to display the list of available devices.
- The classroom you are in should be in the list. Simply select it to mirror the image from your phone/tablet on the computer desktop.
- You can contact the ITS Help Desk at ext. 8340 to get the needed password.

*Don’t have the ability to Cast on your device? Download the Google Home app on your device first.

- After unlocking the device, open the Google Home app.

Old Main 310 - Level 3 Classroom - Seats 28

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<th>Equipment</th>
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<td>• Seats 28</td>
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<td>• Ceiling-mounted LCD projector</td>
<td>• Tablet arm desks (movable)</td>
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<td>• Windows computer</td>
<td>• Light switches by door &amp; behind lectern</td>
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<td>• Document camera (click here for more info)</td>
<td>• Internet and network access</td>
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<td>• Phone (wall-mounted behind lectern)</td>
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<td>• Ability to connect a presenter’s laptop</td>
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<td>• Pull-down projection screen</td>
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Powering Up the Equipment

The equipment is controlled from the lectern using a Crestron Touch Panel Interface.

If the touch panel’s screen is black, touch the screen to wake the display. When the Canisius Logo Screen appears, tap the screen and enter the required Access Code (63520).

After successfully entering the Access Code, the equipment will power-up and the Crestron will display the message *Please Wait...Projector will be ready in: **. Once the projector is ready, the Crestron will display the Main Menu, further identifying the function of the hard-buttons.
• Press the menu icon in the upper left corner and select Cast screen / audio.
• Press the CAST SCREEN / AUDIO button to see the Cast to list.
• The classroom you are in should be in the list. Simply select it to mirror the image from your phone/tablet on the computer desktop.
• You can contact the ITS Help Desk at ext. 8340 to get the needed password.

Photos

Click on any image below to zoom

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

Projector Standby (PIC-MUTE)
Each source page (COMPUTER, LAPTOP, DOCUMENT CAMERA, BLU-RAY & AUX) has a Projector Standby button located in the lower left corner of the screen. Pressing this button will place the projector in standby (or pic-mute) mode; no image will be seen on the projection screen and room audio will be muted. While this mode is active, the button will flash. Simply press the button again to take the projector out of standby mode and unmute room audio.

Volume
Each source page (COMPUTER, LAPTOP, DOCUMENT CAMERA, BLU-RAY, & AUX) has a volume control section located on the right side of the screen. Volume up, down, and mute controls are provided.

NOTE: Computers have their own volume controls which may need to be adjusted separately.

Resident Computer @ Lectern
Press the POWER button on the resident computer to turn it on. OM 310 is equipped with a rack-mounted HP computer. USB ports are located next to the computer's power button.

Once the computer has been powered up, press the COMPUTER button on the Crestron to display the appropriate touch-screen controls.

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 Crestron to display the appropriate touch-screen controls.
Additional lighting controls, along with a phone, are located on the wall behind the lectern.

Blu-ray or DVD Playback (via the Blu-ray combo unit)
Press the OPEN/CLOSE button on the Blu-ray player and insert your disc (DVD or Blu-ray) into the disc tray. Press the BLU-RAY button on the Crestron to display the appropriate touch-screen controls.

Touch-buttons are provided which allow you to control the Blu-ray player from the Crestron. The only time you ever touch the Blu-ray player itself is to insert or eject your disc.

Looking to access the menu screen of your DVD or Blu-ray?

- **Blu-ray:** Press the POP-UP touch-screen button to access the disc's menu.
- **DVD:** Press the OPTION touch-screen button to access the Blu-ray player's on-screen menu.
The "Operation Menu" icon should already be highlighted. Press ENTER on the Crestron and then scroll down until "Menu" is selected and press ENTER.

**Connecting a Laptop**
The cables needed for connecting a laptop computer are found on the instructor's lectern (under the hatch). In addition to cables for connecting a laptop, a power outlet is also located under the hatch for your convenience.

<table>
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<tr>
<th>Using the VGA cable</th>
<th>Using the HDMI cable</th>
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<tr>
<td><strong>1.</strong> Plug the VGA cable into your laptop's VGA port.</td>
<td><strong>1.</strong> Plug the HDMI cable into your laptop</td>
</tr>
<tr>
<td><strong>2.</strong> Plug the Ethernet cable into your laptop's network jack (if needed).</td>
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</tbody>
</table>
3. Plug the audio cable into your laptop's headphone jack.

4. Press the LAPTOP button on the Crestron to view the "Laptop" screen.

5. Turn on your laptop's power.

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

<table>
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<th>Click on the image below to zoom</th>
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<tr>
<td>![Laptop Diagram]</td>
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<tr>
<td><strong>Laptop</strong></td>
</tr>
<tr>
<td>1. Connect the VGA cable to the laptop.</td>
</tr>
<tr>
<td>2. Connect audio &amp; Ethernet cables, if needed.</td>
</tr>
<tr>
<td>3. Plug in the laptop's AC power adaptor.</td>
</tr>
<tr>
<td>4. Turn on the laptop's power.</td>
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**Don't have a VGA or HDMI port on your laptop?** Visit Training & Support to find out what type of adapter is needed to connect your laptop.

**Auxiliary Video Inputs**

Use the external Audio/Video cables located on the instructor's lectern (under the hatch) to display images from a video camera or other external device; HDMI and composite audio/video cables are provided.

After connecting your device with the appropriate cables, press the AUX button on the Crestron to display the appropriate touch-screen controls.

Click on the image below to zoom
Touch-buttons are provided which allow you to select your external device for playback in the room.

**Powering Down the Equipment**
Press the SHUTDOWN button on the Crestron to display the appropriate touch-screen controls. Press the green "YES" button to proceed with shutdown or the red "NO" button to cancel.

The resident computer and document camera 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.

**Powering Down the Resident Computer**

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