OM 300

**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.

**Photos**

**OM 300 seats 9 students.**

OM 300 is equipped with two chalkboards.

Lighting controls, along with a phone, are located on the wall behind the lectern.

**Old Main 300 - Level 3 Classroom - Seats 21**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Room Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Extron Control Panel</td>
<td>• Seats 21</td>
</tr>
<tr>
<td>• Ceiling-mounted LCD projector</td>
<td>• Tablet arm desks (movable)</td>
</tr>
<tr>
<td>• Windows computer</td>
<td>• Light switches by door &amp; behind lectern</td>
</tr>
<tr>
<td>• Document camera (click <a href="#">here</a> for more info)</td>
<td>• Internet and network access</td>
</tr>
<tr>
<td>• Blu-ray player with remote control</td>
<td>• Phone (wall-mounted behind lectern)</td>
</tr>
<tr>
<td>• Ability to connect a presenter's laptop (VGA &amp; HDMI)</td>
<td>• Chalkboards (front &amp; side walls)</td>
</tr>
<tr>
<td>• Pull-down projection screen</td>
<td></td>
</tr>
</tbody>
</table>

**Powering Up the Equipment**

The ceiling-mounted LCD projector is controlled from the lectern using an Extron Control Panel.

Click on the image below to zoom

**Instructor’s lectern**

Extron Control Panel

Press the ON button to turn on the LCD projector. After pressing ON, wait until the button has stopped flashing before selecting the desired source button on the Extron. The projector will not receive the command to switch until after it has finished warming up.

The resident computer, document camera, and Blu-ray player are 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 knob located on the Extron Control Panel. Rotate the knob clockwise to increase the audio volume or counterclockwise to decrease it. The LED lights to the left of the volume knob indicate the current audio level. The top light will flash red when the volume level is at 100%.

Click on the image below to zoom

**Volume level readings on the Extron Control Panel**
**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 300 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 PC button on the Extron to display the image on both the monitor and LCD projector simultaneously.

![Click on the image below to zoom](image1)

The computer is located in the rack on the left-side of the lectern

**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 to display the image on both the monitor and LCD projector simultaneously.

**Blu-ray or DVD Playback (via the Blu-ray player)**
Once the equipment is powered up, press the OPEN/CLOSE button on the Panasonic Blu-ray player and insert your disc (DVD or Blu-ray) into the disc tray. The Blu-ray player is controlled using the buttons on the unit or the corresponding Panasonic remote control provided.

![Click on the image below to zoom](image2)

The Blu-ray player is in the rack

Press the BLU-RAY button on the Extron to display the image on both the monitor and LCD projector simultaneously.
Connecting a Laptop
The cables needed for connecting a laptop computer are found on the instructor's lectern. The HDMI connection carries both video and audio. For more information see Selecting HDMI Audio Output.

<table>
<thead>
<tr>
<th>Using the VGA cable</th>
<th>Using the HDMI cable</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.jpg" alt="VGA cable" /></td>
<td><img src="image2.jpg" alt="HDMI cable" /></td>
</tr>
<tr>
<td>1. Plug the VGA cable into your laptop's VGA port.</td>
<td>1. Plug the HDMI cable into your laptop.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image3.jpg" alt="Audio cable" /></td>
<td><img src="image4.jpg" alt="Extron button" /></td>
</tr>
<tr>
<td>2. Plug the audio cable into your laptop's headphone jack.</td>
<td>2. Press the HDMI button on the Extron.</td>
</tr>
<tr>
<td>3. Press the LAPTOP button on the Extron.</td>
<td>3. Turn on your laptop's power.</td>
</tr>
<tr>
<td>4. Turn on your laptop's power.</td>
<td>4. If needed, set your laptop to display on a secondary display.</td>
</tr>
<tr>
<td>5. If needed, set your laptop to display on a secondary display.</td>
<td></td>
</tr>
</tbody>
</table>

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.

Powering Down the Equipment
Press the OFF button on the Extron to turn off the LCD projector.

The resident computer, document camera, and Blu-ray player 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.

Auto-Shutdown
The projector will display one of the following images when it is not receiving a signal from one of the available sources (resident computer, document camera, Blu-ray player, etc.). This happens because either the source itself is turned off or, in the case of a laptop, not set to display its image on the projector.

<table>
<thead>
<tr>
<th>&quot;No Signal&quot; Screen 1</th>
<th>&quot;No Signal&quot; Screen 2</th>
</tr>
</thead>
</table>
After displaying for 5 minutes the projector will break sync with the video switcher and begin displaying the "No Signal" Screen 2.

After displaying the above image for 15 minutes the projector will shut off automatically.

When the projector displays the "No Signal" Screen 1, you have 5 minutes to select your desired source on the Extron. If the projector does not receive a signal for 5 minutes, the projector will then switch to the "No Signal" Screen 2.

If after an additional 15 minutes the projector still does not receive a signal it will shut off automatically. The OFF button on the Extron will then flash as the projector cools down. After 60 seconds the OFF button will be lit solid and the system will be ready to be turned back on.

**Please Note:** The "No Signal" Screen 2 may appear on the projector at room start up. Simply turn on your desired source and select it on the Extron to re-sync the projector and video switcher. Your image will then display on the projector.

**Powering Down the Resident Computer**

1. Open the Start Menu (click on in the lower-left corner).

2. Click the "Shut Down" button.