CT 205

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.

Churchill Tower 205 - Level 3 Classroom - Seats 42

### Equipment
- Extron Control Panel
- SMART Board Interactive Whiteboard (click here for more info)
- LCD projector
- Windows computer
- DVD/VCR combo unit with remote control
- Ability to connect a presenter’s laptop

### Room Features
- Seats 42
- Tablet arm desks (non-movable)
- Light switches by door
- Internet and network access
- Phone (located in hallway)
- Chalkboard (front wall)

### Powering Up the Equipment
The LCD projector is controlled using the Extron Control Panel located beneath the SMART Board’s pen tray.

Click on any image below to zoom

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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 Control Panel. The projector will not receive the command to switch until after it has finished warming up.

The resident computer and DVD/VCR combo unit are powered on using the appropriate button located on each device.

### Volume
The adjustment of volume is done using the knob located on the right speaker of the SMART Board.

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

Click on the image below to zoom

Resident Computer @ Equipment Rack
Press the POWER button on the resident computer to turn it on. **CT 205 is equipped with a 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 Control Panel to display the image on both the monitor and LCD projector simultaneously.
The volume knob is found on the right speaker of the SMART Board Interactive Whiteboard.

Lighting controls are found by the door.

The computer is located on top of the rack.

SMART Board Interactive Whiteboard
The SMART Board Interactive Whiteboard is connected for use with the room’s resident computer. After logging in to the computer, press the PC button on the Extron Control Panel. The SMART Board software will automatically load after you log in to the computer.

Click [here](#) for more information regarding the SMART Board Interactive Whiteboard found in this classroom.

DVD or VHS Tape Playback (via the DVD/VCR combo unit)
Once the equipment is powered up, insert your disc or VHS tape into the SONY DVD/VCR combo unit. The combo unit is controlled using the buttons on the unit or the corresponding SONY remote control provided.

Click on the image below to zoom

The DVD/VCR combo unit is in the rack

Press the DVD/VCR button on the Extron Control Panel to display the DVD/VCR image on the LCD projector. To switch between DVD and VCR modes, use the DVD and VIDEO buttons found on the combo unit itself.

Connecting a Laptop
The cables needed for connecting a laptop computer are found on the equipment rack next to the SMART Board.

Using the VGA cable
1. Plug the VGA cable into your laptop’s VGA port.
2. Plug the audio cable into your laptop's headphone jack.

3. Press the LAPTOP button on the Extron Control Panel.

4. Turn on your laptop's power.

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

Don't have a VGA 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 Control Panel to turn off the LCD projector. The resident computer and DVD/VCR 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.