What's in Old Main 104?

Installed Equipment
- Crestron Touch Panel
- Ceiling-mounted LCD projector
- Pull-down projection screen
- Resident computer: Mac Mini (Windows virtual desktop available)
- Document camera
- Blu-ray player

For Laptops & Other Devices
- Connectivity: HDMI & VGA cables
- Auxiliary Input(s): Composite video cables
- Internet and network access: Wired & Wireless

Seating Information
- Capacity: 16
- Type: Tables & chairs (movable)

Other Room Features
- Whiteboards (front & hallway walls)
- Light switches by door & lectern
- Phone (wall-mounted behind lectern)

No Optical Drive on Mac

Please Note: This room’s Mac 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 104 seats 16 students.
OM 104 is equipped with two chalkboards.

Lighting controls are located next to the door.

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

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 once 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 104 is equipped with a rack-mounted Mac Mini. USB and firewire ports are located next to the Crestron Touch Panel. An additional USB port is found 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.

To start a Windows virtual desktop session, click on the Windows VDI icon located on the dock at the bottom of the screen.

**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.
Blu-ray or DVD Playback (via the Blu-ray player)
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>
<thead>
<tr>
<th>Using the VGA cable</th>
<th>Using the HDMI cable</th>
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<tr>
<td>1. Plug the VGA cable into your laptop's VGA port.</td>
<td>1. Plug the HDMI cable into your laptop's HDMI port.</td>
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<tr>
<td>2. Plug the Ethernet cable into your laptop's network jack (if needed).</td>
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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.

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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.

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**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.
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 are each 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.

**Ending a Windows Virtual Desktop Session**

1. Open the Start Menu (click on in the lower-left corner).
2. Click either the "Logoff Computer" or "Log off" button. You will then be returned to the Mac OS desktop.

**Powering Down the Resident Computer**

1. Open the Apple Menu (click on in the upper-left corner) and select "Shut Down...".
2. A dialog box will appear. Click the "Shut Down" button in the dialog box.