**LY 309**

**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.

**Lyons Hall 309 - Level 3 Classroom - Seats 13**

<table>
<thead>
<tr>
<th><strong>Equipment</strong></th>
<th><strong>Room Features</strong></th>
</tr>
</thead>
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<tr>
<td>• Crestron Touch Panel Interface</td>
<td>• Seats 13</td>
</tr>
<tr>
<td>• Ceiling-mounted LCD projector</td>
<td>• Tables and chairs (movable)</td>
</tr>
<tr>
<td>• Macintosh computer</td>
<td>• Light switches by doors &amp; behind lectern</td>
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<tr>
<td>• Document camera (click <a href="#">here</a> for more info)</td>
<td>• Internet and network access</td>
</tr>
<tr>
<td>• DVD player</td>
<td>• Phone (wall-mounted behind lectern)</td>
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<tr>
<td>• 5-disc CD player</td>
<td>• Chalkboard (front wall)</td>
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<td>• VHS VCR</td>
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<tr>
<td>• Ability to connect a presenter's laptop</td>
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<tr>
<td>• Auxiliary input (S-video and composite video/audio)</td>
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<tr>
<td>• Pull-down projection screen</td>
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</tbody>
</table>

**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 (83520).

After successfully entering the Access Code, the equipment will power-up and the Crestron will display the message "Please Wait...LCD Projector Warming-up." Once the projector is ready, the Crestron will display the Main Menu, further identifying the function of the hard-buttons.

**Photos**

- **Click on any image below to zoom**
  - LY 309 seats 13 students.
  - LY 309 is equipped with one chalkboard.
  - Lighting and volume controls, along with a phone, are located on the wall behind the lectern.
  - Instructor's lectern
  - Crestron Touch Panel

- ** LY 309 - Level 3 Classroom - Seats 13**
  - Tables and chairs (movable)
  - Internet and network access
  - Phone (wall-mounted behind lectern)
  - Chalkboard (front wall)

- **Canisius College**
  - Touch Screen to Continue
  - ITS Help Desk x2299

- **Enter Access Code**
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
  - 0
  - Ent
  - Clr

- **Lyons 309**
  - Lyons 309 - Level 3 Classroom - Seats 13
Projector Standby (Pic-Mute)
Each source page (COMPUTER, LAPTOP, DOCUMENT CAMERA, VCR, & DVD) 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. While this mode is active, the button will flash. Simply press the button again to take the projector out of standby mode.

NOTE: If the projector is in standby mode and you press one of the source buttons (COMPUTER, LAPTOP, DOCUMENT CAMERA, DVD, etc.) the projector will be taken out of standby.

Volume
The adjustment of volume is done using the knob located on the wall behind the instructor's lectern.

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. LY 309 is equipped with a rack-mounted Mac Mini. USB and firewire ports are located next to the Crestron. 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.
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.

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

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

**CD Playback (via the 5-disc CD player)**
Press the OPEN/CLOSE button on the 5-disc CD player and insert your disc into one of the disc trays. Press the CD button on the Crestron to display the appropriate touch-screen controls.

<table>
<thead>
<tr>
<th>Click on the image below to zoom</th>
<th>The 5-disc CD player is located on the left shelf of the lectern</th>
</tr>
</thead>
</table>

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

**VHS Playback (via the VCR)**
Simply insert your tape into the VCR and press the VCR button on the Crestron to display the appropriate touch-screen controls.

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<thead>
<tr>
<th>Click on an image</th>
<th>Click on the image below to zoom</th>
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<table>
<thead>
<tr>
<th>CD Track</th>
<th>Disc #</th>
<th>1 2 3 4 5 6 7 8 9</th>
<th>Ent 0 Clr</th>
</tr>
</thead>
</table>

| OPEN/CLOSE         | CD Track                         | Disc # 1 2 3 4 5 6 7 8 9 | Ent 0 Clr                       |
The VCR is located in the rack

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

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

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

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

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.

**Auxiliary Video Input**

Use the external Audio/Video cables located on the instructor's lectern to display images from a video camera or other external device; S-video 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 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.

Powering Down the Resident Computer

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