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.

Click on any image below to zoom

Churchill Tower 207- Level 3 Classroom - Seats 15

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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 (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.

Enter Access Code

Touch Screen to Continue

IT'S Help Desk x2299
The resident computer and document camera are powered on using the appropriate button located on each device.

**Projector Standby**

Each source page (COMPUTER, LAPTOP, DOCUMENT CAMERA, DVD, etc.) has a Projector Standby button located in the lower left corner of the screen. Pressing this button will place the projector in standby 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**

Press the VOLUME button on the Crestron to display the appropriate touch-screen controls. 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. **CT 207 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 COMPUTER button on the Crestron to display the appropriate touch-screen controls.
The computer is located in 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 COMPUTER button on the Crestron. 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.

**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/VCR combo unit)**  
Press the OPEN/CLOSE button on the DVD/VCR combo unit and insert your disc into the disc tray. Press the DVD button on the Crestron to display the appropriate touch-screen controls.
The DVD/VCR combo unit is 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.

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

**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 Inputs**
Use the external Audio/Video cables located at the rack behind the instructor's table 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.

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.