HO 109

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.

Horan O’Donnell 109 - Level 3 Classroom - Seats 25

A new projector has been installed in HO 109 that is not compatible with the Crestron controller system. The Panasonic remote control is required to power the projector on and off. See below for further operations requiring the remote.

<table>
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<th>Equipment</th>
<th>Room Features</th>
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<tr>
<td>• Crestron Hard-Button Control Panel</td>
<td>• Seats 25</td>
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<tr>
<td>• Ceiling-mounted LCD projector</td>
<td>• Tablet arm desks (non-movable)</td>
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<tr>
<td>• Macintosh computer</td>
<td>• Light switches by door &amp; across from 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>
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<tr>
<td>• DVD/VCR combo unit</td>
<td>• Phone (on lectern)</td>
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<tr>
<td>• Ability to connect a presenter’s laptop (VGA)</td>
<td>• Chalkboard (front wall)</td>
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<td>• Wireless lavalier microphone</td>
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<tr>
<td>• Pull-down projection screen (see info below)</td>
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</table>

Photos

Click on any image below to zoom

Click on the image below to zoom

Click on the image below to zoom

Press the green ROOM START UP button on the Crestron. After pressing ROOM START UP, wait 30 seconds before selecting the desired source button on the Crestron. The projector will not receive the command to switch until after it has finished warming up.

Press the MUTE button on the Panasonic remote once to place the projector in standby mode. Simply press the button again to take the projector out of standby.

The adjustment of volume is done using the VOLUME UP and VOLUME DOWN buttons located in the lower-right corner of the Crestron.

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

Projection Screen

The projection screen is positioned so that the chalkboard and LCD projector can be used simultaneously. It should not have to be moved, but can be adjusted manually. Please use caution when adjusting the screen.
**Resident Computer @ Lectern**
Press the POWER button on the resident computer to turn it on. **HO 109 is equipped with a rack-mounted Mac Mini.** USB and firewire ports are located next to the phone on the lectern. An additional USB port is found next to the computer's power button.

Once the computer has been powered up, press the yellow COMP button on the Crestron to display the image on both the monitor and LCD projector simultaneously. If the computer does not display on the projector, press the Computer 1/2 button on the Panasonic remote until the image appears.

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**Click on the image below to zoom**

![Image of computer](image1.jpg)

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

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**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 black DOC CAM button on the Crestron to display the image on both the monitor and LCD projector simultaneously. If the Doc Cam does not display on the projector, press the Computer 1/2 button on the Panasonic remote until the image appears.

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**DVD Playback (via the DVD/VCR combo unit)**
Once the equipment is powered up, press the OPEN/CLOSE button on the DVD/VCR combo unit and insert your disc into the disc tray. Press the yellow DVD/CD button on the Crestron to display the image on the LCD projector.

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**Click on the image below to zoom**

![Image of DVD/VCR combo unit](image2.jpg)

The DVD/VCR combo unit is located in the rack on the right-side of the lectern.
Hard-buttons are provided which allow you to control the DVD player from the Crestron. The second row of buttons is for playback control, while DVD menu navigation is handled with the arrow buttons located beneath the playback buttons. The only time you ever touch the combo unit itself is to insert or eject your disc.

**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.

<table>
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<th>Using the VGA cable</th>
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<tr>
<td>1. Plug the VGA cable into your laptop's VGA port.</td>
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</table>

| 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 yellow LAPTOP button on the Crestron. If the laptop does not display on the projector, press the Computer 1/2 button on the Panasonic remote until the image appears.

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.

Wireless Microphone
Due to the size of this room, a wireless microphone is available for use. Training on this system can be setup by contacting the Media Center.

Powering Down the Equipment
Just below the green ROOM START UP button is a red ROOM SHUT DN button. The projector is powered off using the Panasonic remote control. Point the remote at the projector and press the red power button twice to turn the projector off.

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 down.

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.