OM 308

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.

Photos

OM 308 seats 13 students.

OM 308 is equipped with two chalkboards.

Lighting controls are located next to the door.

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Old Main 308 - Level 3 Classroom - Seats 13

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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.
Additional lighting controls, along with a phone, are located 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, 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**
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. **OM 308 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.
SMART Board Interactive Whiteboard
This room is equipped with dual LCD projectors. The ceiling-mounted LCD projector is the main display; it powers on when the room is started.

The SMART Board LCD projector is the secondary display. This projector is powered on/off by pressing the SMART BOARD button on the Crestron and then using the appropriate touch-screen controls.

After turning on the SMART Board LCD projector, allow the projector time to warm up before selecting the desired source button on the Crestron Touch Panel. The selected source will then display on both the ceiling-mounted LCD projector and SMART Board LCD projector.

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.

![Document Camera](image)

**DVD Playback (via the DVD/VCR combo unit)**
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.

![DVD Playback](image)

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 VCR 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 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.

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. Pressing "Yes" will shut off both the ceiling-mounted LCD projector and the SMART Board LCD projector.

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 Start Menu (click on the house icon in the lower-left corner).

2. Click the "Shut Down" button.