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.


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 (63520).

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.
Screen and additional lighting controls, along with a phone, are located in the corner behind the lectern.

The resident computer, document camera, and Blu-ray player are powered on using the appropriate button located on each device.

**Projector Standby (PIC-MUTE)**
Each source page (Local Computer, Podium Laptop, Document Camera, etc.) 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 (Local Computer, Podium Laptop, Document Camera, etc.) 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.

**Projection Screen**
Press the SCREEN button on the Crestron to display the appropriate touch-screen controls. Up, down and stop buttons are provided.

A wall plate, found to the left of the whiteboard behind the lectern, can also be used to control the screen.
Resident Computer @ Lectern

Press the POWER button on the resident computer to turn it on. **SH 005 is equipped with a HP computer.** A USB port is located next to the Crestron. Additional USB ports are found next to the computer's power button.

Once the computer has been powered up, press the PC (Computer) button on the Crestron to display the appropriate touch-screen controls.

<table>
<thead>
<tr>
<th>Click on the image below to zoom</th>
<th>Click on the image below to zoom</th>
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<tbody>
<tr>
<td><img src="image1" alt="Updated Image Coming Soon" /></td>
<td><img src="image2" alt="Local Computer" /></td>
</tr>
</tbody>
</table>

The computer is located on the left shelf of the lectern

Document Camera

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.

<table>
<thead>
<tr>
<th>Click on the image below to zoom</th>
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<tbody>
<tr>
<td><img src="image3" alt="Document Camera" /></td>
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</table>

Blu-ray or DVD Playback (via 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.

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<thead>
<tr>
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</table>
The Blu-ray player is in the rack

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.

**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>
<thead>
<tr>
<th>Using the VGA cable</th>
<th>Using the HDMI cable</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>2. Plug the Ethernet cable into your laptop's network jack (if needed).</td>
<td>2. Plug the Ethernet cable into your laptop's network jack (if needed).</td>
</tr>
</tbody>
</table>
3. Plug the audio cable into your laptop’s headphone jack.

4. Press the LAPTOP button on the Crestron to view the “Podium Laptop” screen.

5. Press the “Analog (VGA) Laptop” touch-button.

6. Turn on your laptop’s power.

7. If needed, set your laptop to display on a secondary display.

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.

Classroom Capture
A mobile classroom capture system can be connected in this room for recording lectures, guest speakers, etc. It allows for video & audio recording of the faculty member along with (non-encrypted) content from the resident computer, a laptop, or the document camera. Users must provide their own USB thumb drive in order to record. Click here for more information.
Connect the capture cart to the HDMI output port on the rack

Auxiliary Video Input
Use the external Audio/Video cables located on the instructor's lectern to display images from a portable VHS VCR or other external device; 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.

Powering Down the Equipment
Press the SHUTDOWN button on the Crestron to display the appropriate touch-screen controls. Press the "Yes, Shutdown" button to proceed with shutdown or the "No, Go Back" button to cancel.
The resident computer, document camera, and Blu-ray player 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.