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 90

A new projector, control system, and switcher have been installed in HO 109 for Fall of 2021.

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<th>Equipment</th>
<th>Room Features</th>
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<td>• Extron Hard-Button Control Panel</td>
<td>• Seats 90</td>
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<tr>
<td>• Ceiling-mounted LCD projector</td>
<td>• Tablet arm desks (non-movable)</td>
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<td>• Macintosh computer</td>
<td>• Light switches by door &amp; across from</td>
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<td>• Document camera (click here for more info)</td>
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<td>• Blu-ray player with remote control (also plays DVDs)</td>
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<td>• Ability to connect a presenter’s laptop (HDMI)</td>
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Powering Up the Equipment

The equipment is controlled from the lectern using a multi-button Extron Control Panel.

Seating

HO 109 seats 20 students.

Instructor’s lectern

A phone is on the lectern.

Press the On button on the Extron. After pressing ON, the button will blink red for 30 seconds while the projector turns on and warms up. Wait until the On button turns white before selecting the desired source button on the Extron. The switcher will not receive the command to switch until after it has finished warming up.

The resident computer and document camera are powered on using the appropriate button located on each device.

Projector Standby (PIC-MUTE)

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

Volume

The adjustment of volume is done using the Volume knob located in the lower-left corner of the Extron.

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.** A USB port is found next to the computer’s power button.

Once the computer has been powered up, press the yellow PC button on the Extron to display the image on both the monitor and LCD projector simultaneously.

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Document Camera
The Doc Cam’s power and lights must be turned on manually using the controls located on the camera itself. If there is a glowing blue light on the Doc Cam’s power button, it is already on. If the light is off, press and release the power button. It will blink a few times before power up is achieved (this will take a few seconds). To turn the lights on on the Doc Cam, use the light switch located on the camera. For more information see [Epson DC-13 Document Camera](#).

Once the camera’s power is on, press the DOC CAM button on the Extron to display the image on both the monitor and LCD projector simultaneously.

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Blu-ray/DVD Playback (via the Blu-ray Player)
This room is equipped with a Blu-ray player that can play both Blu-ray and DVD discs.
1. Turn on the Blu-ray player using the power button on the player, or on the remote control.
2. Press the BLU-RAY button on the Extron Control Panel.
3. The image from the Blu-ray player will now display.
4. Open the disc tray by using the eject button on the Blu-ray player. Insert your disc and then press the same button again to close the tray.
5. Use the remote control to control the playback of your disc.

The Blu-Ray player is located in the rack on the right-side of the lectern

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**Connecting a Laptop**

The HDMI cable needed for connecting a laptop computer is found on the instructor's podium. The HDMI connection carries both video and audio. For more information see [Selecting HDMI Audio Output](#). Tethered to the HDMI cable is a display port adaptor that you can use if necessary.

### Using the HDMI cable

1. Plug the HDMI cable into your laptop's HDMI port.

2. Plug the Ethernet cable into your laptop's network jack (if needed).
3. Press the HDMI button on the Extron.

4. Turn on your laptop’s power.

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

Don’t have an HDMI 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
Next to the On button is an Off button. Press the Off button to turn off the projector. The button will blink red for 30 seconds while the projector is cooling down, and the On and source buttons will not respond during this time. Once the Off button turns white, the On button can be used.

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.