What's in Old Main 315?

Installed Equipment
• Extron Control Panel
• Ceiling-mounted LCD projector
• Pull-down projection screen
• Resident computer (PC running Windows 7)

For Laptops & Other Devices
• Connectivity: HDMI & VGA cables
• Internet and network access: Wired & Wireless

Seating Information
• Type: Various

Other Room Features
• Chalkboards (front & hallway walls)
• Light switches by door & lectern
• Phone (wall-mounted behind lectern)

Old Main 315 (The Tutoring Center) - Level 3 - Instructions

Powering up the Equipment
Equipment is housed in the instructor’s lectern in the front of the classroom. The ceiling-mounted LCD projector is controlled from the lectern using the Extron Control Panel.

Instructor’s lectern
Extron Control Panel

Press the ON button to turn on the LCD projector. After pressing ON, wait until the projector has warmed up (ON button will be lit solid and no longer blinking) before selecting the desired source button on the Extron. The projector will not receive the command to switch until after it has finished warming up.

The resident computer is powered on using the appropriate button located on the device.

Projector Standby (AV Mute)
Pressing the AV Mute button once will place the projector in standby mode, as well as mute room audio. While this mode is active, the button will flash. Simply press the button again to take the projector out of standby mode and unmute the audio.

Volume Control
The adjustment of volume is done using the knob located on the Extron Control Panel. Rotate the knob clockwise to increase the audio volume or counterclockwise to decrease it. The LED lights to the left of the volume knob indicate the current audio level. The top light will flash red when the volume level is at 100%.

Volume level readings on the Extron Control Panel

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

Resident Computer @ Lectern
Press the POWER button on the resident computer to turn it on. OM 315 is equipped with a rack-mounted HP computer. USB ports are located next to the computer's power button. Once the computer has been powered up, press the PC button on the Extron to display the image on both the monitor and LCD projector simultaneously.
The computer is located on the right-side of the lectern

**NOTE**: Computers have their own volume controls which may need to be adjusted separately from the main volume control.

**Connecting a Laptop**

The cables for connecting a laptop are found on the instructor's lectern; both HDMI and VGA cables are provided.

**Using the HDMI cable**

1. Plug the HDMI cable into the laptop's HDMI port.
2. Press the HDMI button on the Extron.
3. Power on the laptop (if it's not already on).
4. If needed, set the laptop to output to a secondary display.

**Using the VGA cable**

1. Plug the VGA cable into the laptop's VGA port
2. Plug the 1/8" audio cable into the laptop's headphone jack
2. Press the LAPTOP button on the Extron.
3. Power on the laptop (if it's not already on).
4. If needed, set the laptop to output to a secondary display.

Don't have a HDMI or VGA port on your laptop?
Click here to view what type of adapter you need and where to get it on campus.

Network Access
Both wired (using the provided Ethernet cable) and wireless connectivity are available in this room.
Instructions for connecting to the wireless network can be found on Confluence here.

Powering Down the Equipment
Press the OFF button on the Extron to turn off the LCD projector.

The resident computer, document camera is 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.

LCD Projector Auto-Shutdown
If the LCD projector does not see a signal after 15 minutes it will power itself off.

In addition, the Extron Control Panel is scheduled to shut the LCD projector off at 11:00 PM each night.

**Powering Down the Resident Computer**

1. Open the Start Menu (click on in the lower-left corner).
2. Click the "Shut Down" button.