Installed Equipment
• Extron Touch Panel
• Ceiling-mounted LCD projector
• Wall-mounted confidence monitor
• Pull-down projection screen
• Resident computer: PC (Windows)
• Document camera
• Multi-region Blu-ray player
• Classroom capture system

Seating Information
• Capacity: 28
• Type: Desks (movable)

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

For Laptops & Other Devices
• Laptop Connectivity: HDMI cable
• Internet and network access: Wired & Wireless

Powering Up the System
The equipment is controlled from the lectern using the Extron Touch Panel. If the touch panel screen is dark, press it to wake up the panel.

1. When the Canisius Logo Screen appears, tap the screen to start.

2. The ceiling-mounted LCD projector will begin to warm up and the wall-mounted confidence monitor in the back of the room will power on. The projection screen must be lowered manually.

3. Once the projector has finished warming up, the Extron will display the Main Menu.

Room Lighting Controls
Room lighting can be controlled by using the wall plates (located behind the lectern and by the door).
Lectern Monitor & Confidence Monitor
The lectern monitor in this room will display the same image as the ceiling-mounted LCD projector. It is powered on/off by using the button located in the lower right corner.

The confidence monitor, mounted on the wall in the back of the room, will also typically display the same image as the ceiling-mounted LCD projector. When CAPTURE is selected, however, it will display a preview image of what is being recorded by the classroom capture system. The confidence monitor is powered on and off automatically with the system.

Please Note: An image will display on the lectern monitor and confidence monitor only when the system is on.

Projection Screen
The projection screen must be lowered and raised manually by the user.

Projector Standby
Projector Standby is used to temporarily hide the image on the projection screen.

Press the Projector Standby button, located in the lower right of the touch panel screen, to activate it; the button will flash red while this mode is active. Simply press the button again to take the projector out of standby and display the image on the projection screen.

Volume
Volume is controlled using the Extron Touch Panel. Volume up, down, and mute buttons are located on the right-side of the touch panel screen. These controls are accessible regardless of which source is selected for display.
Please Note: Computers have their own volume controls, which may need to be adjusted separately.

Resident Computer @ Lectern
1. Power on the resident computer, which is located on the shelf to the right of the equipment rack inside the lectern. The button is located on the right-side of the computer.

2. Press the COMPUTER button on the Extron Touch Panel.

3. The image from the computer will now display on the ceiling-mounted LCD projector, lectern monitor, and confidence monitor.

Document Camera (QOMO QD3900)
1. Power on the document camera by using the power button located on the middle of the unit near the front. The power button is lit red when the doc cam is off, and blue when it is powered on.

2. Press the DOCUMENT CAMERA button on the Extron Touch Panel.

3. The image from the document camera will now display on the ceiling-mounted LCD projector, lectern monitor, and confidence monitor.
Zoom, Auto Focus, Lamp, and Iris controls are located on the front of the document camera. Click here to view the available buttons on the front of the doc cam.

Please Note: The camera head is motorized and should NOT be moved manually. Use the up & down arrows buttons (to the left of the power button) to adjust the camera head.

Blu-ray/DVD Playback (via the Blu-ray Player)
This room is equipped with a multi-region Blu-ray player that can play both Blu-ray (Region A, B, C) and DVD (Region 0-8) discs.

1. Press the BLU-RAY PLAYER button on the Extron Touch Panel.

2. The image from the Blu-ray player will now display on the ceiling-mounted LCD projector, lectern monitor, and confidence monitor.

3. Open the disc tray by using the OPEN/CLOSE button on the Extron’s Blu-ray Player page or on the player itself. Insert your disc and then press the same button again to close the tray.

4. Press the Disc Region Selection button if you need to switch between Blu-ray region A, B, or C. After pressing the desired region button (A, B, or C), the disc tray will open and you can insert your disc. Simply close the tray again to begin playback of your disc.

Blu-ray and DVD playback controls are located on the left-side of the screen, while disc navigation and other functions (subtitle, display) are on the right-side of the screen.

The only time you ever need to touch the Blu-ray player itself is to insert or eject your disc.

Connecting a Laptop (HDMI Cable)
The cables needed for connecting a laptop are found on the instructor's lectern. The HDMI connection carries both video and audio. For more information see Selecting HDMI Audio Output. A power outlet is located on the right-side of the lectern, if needed.

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

2. Press the LAPTOP button on the Extron Touch Panel to display the image from the laptop on the ceiling-mounted LCD projector, lectern monitor, and confidence monitor.
Don’t have a HDMI 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 classroom. Instructions for connecting to the wireless network can be found on Confluence here.

**Classroom Capture**
The classroom capture system (Extron SMP 351) is for recording lectures, guest speakers, etc. It allows for the video & audio recording of the faculty member and/or students 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.

1. Plug your USB thumb drive into the USB port on the left side of the Extron SMP 351.
2. Press the CAPTURE button on the Extron Touch Panel to display the preview image on the confidence monitor.
3. Press the Switch Content button to cycle through the resident computer, laptop, and document camera. The selected source will display on the ceiling-mounted LCD projector and lectern monitor.

Click here for more information.

**Powering Down the System**
1. Press the SHUT DOWN button on the Extron Touch Panel to power off the equipment.
2. Press "Yes" to proceed with the shutdown or "No" to cancel and resume use of the room.
3. The ceiling-mounted projector will begin to cool down and the confidence monitor will power off. The projection screen must be raised manually. Once the projector has finished cooling down, the Extron will display the Canisius Logo screen and the room can be turned back on.
Please Note: The resident computer, document camera, Blu-ray player, and lectern monitor must each be powered off separately.

The document camera is turned off by pressing & holding the power button for two seconds. 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.