**OM 108**

**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 108 seats 16 students.](image)

OM 108 seats 16 students.

![OM 108 is equipped with two chalkboards.](image)

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![Lighting controls are located next to the door.](image)

Lighting controls are located next to the door.

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**Old Main 108 - Level 3 Classroom - Seats 35**

<table>
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<th>Equipment</th>
<th>Room Features</th>
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<td>• Crestron Touch Panel Interface</td>
<td>• Seats 35</td>
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<td>• Ceiling-mounted LCD projector</td>
<td>• Tablet arm desks (movable)</td>
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<tr>
<td>• Windows computer</td>
<td>• Light switches by door &amp; behind lectern</td>
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<td>• Document camera (click here for more info)</td>
<td>• Internet and network access</td>
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<td>• DVD player</td>
<td>• Phone (wall-mounted behind lectern)</td>
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<td>• VHS VCR</td>
<td>• Chalkboards (front &amp; hallway walls)</td>
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<td>• Ability to connect a presenter’s laptop</td>
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<td>• Auxiliary input (composite audio)</td>
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<td>• Pull-down projection screen</td>
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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 *(63520)*.

![Instructor's lectern](image)

![Crestron Touch P.](image)

![Enter Access Code](image)

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 on the wall behind the lectern.

The resident computer and document camera are powered on using the appropriate button located on these devices.

**Projector Standby (Pic-Mute)**

Some of the source pages (COMPUTER, LAPTOP, & DOCUMENT CAMERA) have Monitor Only and Project Image buttons located in the lower corners of the screen. Pressing the Monitor Only button will place the projector in standby or pic-mute mode. While this mode is active, the button will flash. Simply press the Project Image button to take the projector out of standby mode.

Additionally, pressing the PROJECTOR button on the Crestron will bring up independent control of projector standby, which is useful if you need it when using the DVD player or VCR.

**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 108 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. Touch-buttons are provided which allow you to display the image locally (Monitor Only) or through both the monitor and LCD projector simultaneously (Project Image).

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. Touch-buttons are provided which allow you to display the image locally (Monitor Only) or through both the monitor and LCD projector simultaneously (Project Image).
**DVD Playback (via the DVD player)**
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.

<table>
<thead>
<tr>
<th>Click on the image below to zoom</th>
<th>Click on an image below</th>
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</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="DVD Player" /></td>
<td><img src="image2.png" alt="Crestron Touch Screen" /></td>
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</tbody>
</table>

The DVD player 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 VCR)**
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 (under the hatch). In addition to cables for connecting a laptop, a power outlet is also located under the hatch 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.

Click on the image below to zoom
Touch-buttons are provided which allow you to display the image locally (Monitor Only) or through both the monitor and LCD projector simultaneously (Project Image).

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 Audio Input**

Use the stereo composite audio jacks located on the instructor's lectern (under the hatch) to play audio from an external device; you must supply your own cables.

After connecting your device with the appropriate cables, press the AUX button on the Crestron to display the appropriate touch-screen controls.

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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.

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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 in the lower-left corner).
2. Click the "Shut Down" button.