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

Powering Up the Equipment
The equipment is controlled from the lectern using a Crestron Touch Panel Interface. A wireless touch panel is also available in addition to the standard mounted touch panel at the lectern. Use the wall control next to the light switches to raise and lower the screen.

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.

**Using the Floor Pockets**

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, Blu-ray, 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. While this mode is active, the button will flash. Simply press the button again to take the projector out of standby mode.

**Volume**

Each source page (Local Computer, Podium Laptop, Blu-ray, 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.

**Resident Computer @ Lectern**

Press the POWER button on the resident computer to turn it on. SH 1004 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.

The computer is located on the left shelf of the lectern.
Pull open the cover fully to access the inside of the floor pocket.

### Document Camera

The Doc Cam's power and lights must be turned on manually using the controls located on the camera itself. SH 1004 is equipped with a SMART SDC-330 document camera. Click here for more information regarding the document camera found in this classroom.

To view the document camera on the LCD projector, turn on the resident computer and press the PC (Computer) button on the Crestron.

Once you've logged in, open the SMART Notebook software and click the document camera icon on the toolbar. The document camera image will now appear on the screen.

### 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.

The Blu-ray player image will now appear on the screen.

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. The HDMI connection carries both video and audio. For more information see Selecting HDMI Audio Output. In addition to cables for connecting a laptop, a power outlet is also located on the lectern for your convenience.

#### Using the VGA cable

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

#### Using the HDMI cable

1. Plug the HDMI cable into your laptop.
Floor pocket closed properly with a power cord connected.

2. Plug the Ethernet cable into your laptop's network jack (if needed).

2. Plug the Ethernet cable into your laptop's network jack (if needed).

Plug the audio cable into your laptop's headphone jack.

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.

4. Press the "Digital (HDMI) Laptop" touch-button.

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

5. Turn on your laptop's power.

6. Turn on your laptop's power.

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

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

Click on the image below to zoom
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**
The classroom capture system is 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.

**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. Press the Power button on the Panasonic remote control twice to turn off the projector.
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.