OM 304

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

Click on any image below to zoom

OM 304 seats 11 students.

Old Main 304 - Level 3 Classroom - Seats 24

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Room Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Extron Control Panel</td>
<td>• Seats 24</td>
</tr>
<tr>
<td>• Ceiling-mounted LCD projector</td>
<td>• Tablet arm desks (movable)</td>
</tr>
<tr>
<td>• Windows computer</td>
<td>• Light switches by door &amp; behind lectern</td>
</tr>
<tr>
<td>• Document camera (click here for more info)</td>
<td>• Internet and network access</td>
</tr>
<tr>
<td>• DVD/VCR combo unit with remote control</td>
<td>• Phone (wall-mounted behind lectern)</td>
</tr>
<tr>
<td>• Ability to connect a presenter's laptop (VGA)</td>
<td>• Chalkboards (front &amp; hallway walls)</td>
</tr>
<tr>
<td>• Pull-down projection screen</td>
<td></td>
</tr>
</tbody>
</table>

Powering Up the Equipment

The ceiling-mounted LCD projector is controlled using the wall-mounted Extron Control Panel located on the wall behind the lectern.

Press the ON button to turn on the LCD projector. After pressing ON, wait until the button has stopped flashing 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, document camera, and DVD/VCR combo unit are all powered on using the appropriate button located on each device.

Projector Standby (AV MUTE)

The AV MUTE button is located to the right of the display ON/OFF buttons. Pressing this button once will place the projector in standby or pic-mute 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

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.
Lighting controls and a phone are located on the wall near the Extron Control Panel.

**Resident Computer @ Lectern**
Press the POWER button on the resident computer to turn it on. **OM 304 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 PC button on the Extron to display the image on both the monitor and LCD projector simultaneously.

**Click on the image below to zoom**

The computer is located on the right shelf of the lectern

**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 Extron to display the image on both the monitor and LCD projector simultaneously.

**DVD or VHS Tape Playback (via the DVD/VCR combo unit)**
Once the equipment is powered up, insert your disc or VHS tape into the SONY DVD/VCR combo unit. The combo unit is controlled using the buttons on the unit or the corresponding SONY remote control provided.

**Click on the image below to zoom**

The DVD/VCR combo unit is located on the left shelf of the lectern

Press the VCR/DVD button on the Extron to display the DVD/VCR image on the LCD projector. To switch between DVD and VCR modes, use the DVD and VIDEO buttons found on the combo unit itself.
Connecting a Laptop
The cables needed for connecting a laptop computer are found on the instructor's lectern.

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 Extron.

5. Turn on your laptop's power.
6. If needed, set your laptop to display on a secondary display.

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.

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

The resident computer, document camera, and DVD/VCR combo unit 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.

Auto-Shutdown
The projector will display the following image when it is not receiving a signal from one of the available sources (resident computer, document camera, DVD/VCR, etc.). This happens because either the source itself is turned off or, in the case of a laptop, not set to display its image on the projector.

<table>
<thead>
<tr>
<th>&quot;No Signal&quot; Screen</th>
</tr>
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<tbody>
<tr>
<td>OLD MAIN 304</td>
</tr>
<tr>
<td>NO SIGNAL PRESENT</td>
</tr>
<tr>
<td>The LCD projector will shut down automatically if no signal is present after 15 minutes. If you wish to continue using the equipment make sure the desired source (resident computer, document camera, laptop, etc.) is powered on and selected on the Extron Control Panel.</td>
</tr>
<tr>
<td>QUESTIONS? CALL THE ITS HELP DESK AT EXT. 8340.</td>
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</table>

After displaying the above image for 15 minutes the projector will shut off automatically.

When the projector displays the "No Signal" Screen, you have 15 minutes to select your desired source on the Extron. If the projector does not receive a signal after 15 minutes it will shut off automatically. The OFF button on the Extron will then flash as the projector cools down. After 60 seconds the OFF button will be lit solid and the system will be ready to be turned back on.

Powering Down the Resident Computer

1. Open the Start Menu (click on in the lower-left corner).

2. Click the "Shut Down" button.