OM 214

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 214 seats 16 students.

OM 214 is equipped with two chalkboards.

Lighting controls are located next to the door.

---

Old Main 214 - Level 3 Classroom - Seats 36

### Equipment

- Crestron Touch Panel Interface
- Ceiling-mounted LCD projector
- Windows computer
- Document camera (click here for more info)
- Blu-ray player
- Ability to connect a presenter's laptop (VGA)
- Auxiliary inputs (HDMI and composite video/audio)
- Pull-down projection screen

### Room Features

- Seats 36
- Tables and chairs (movable)
- Light switches by door & behind lectern
- Internet and network access
- Phone (wall-mounted behind lectern)
- Chalkboards (front & hallway walls)

### 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).

After successfully entering the Access Code, the equipment will power-up and the Crestron will display the message "Please Wait...Projector will be ready in: ***". Once the projector is ready, the Crestron will display the Main Menu, further identifying the function of the hard-buttons.
The resident computer and document camera are powered on using the appropriate button located on each device.

**Projector Standby (PIC-MUTE)**
Each source page (COMPUTER, LAPTOP, DOCUMENT CAMERA, BLU-RAY & AUX) 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; no image will be seen on the projection screen and room audio will be muted. While this mode is active, the button will flash.

Simply press the button again to take the projector out of standby mode and unmute room audio.

**Volume**
Each source page (COMPUTER, LAPTOP, DOCUMENT CAMERA, BLU-RAY & AUX) 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. OM 214 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 COMPUTER button on the Crestron to display the appropriate touch-screen controls.

**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.
Blu-ray or DVD Playback (via the 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.

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.

Looking to access the menu screen of your DVD or Blu-ray?

**Blu-ray:** Press the POP-UP touch-screen button to access the disc's menu.

**DVD:** Press the OPTION touch-screen button to access the Blu-ray player's on-screen menu.
The "Operation Menu" icon should already be highlighted. Press ENTER on the Crestron and then scroll down until "Menu" is selected and press ENTER.

**Connecting a Laptop**
The cables needed for connecting a laptop computer are found on the instructor's lectern (under the hatch). 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 under the hatch for your convenience.

<table>
<thead>
<tr>
<th>Using the VGA cable</th>
<th>Using the HDMI cable</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.jpg" alt="Using the VGA cable" /></td>
<td><img src="image2.jpg" alt="Using the HDMI cable" /></td>
</tr>
</tbody>
</table>

1. Plug the VGA cable into your laptop's VGA port.  
2. Plug the Ethernet cable into your laptop's network jack (if needed).  
1. Plug the HDMI cable into your laptop.  
2. Plug the Ethernet cable into your laptop's network jack (if needed).
### Auxiliary Inputs

- **HDMI**
- **COMPOSITE VIDE**

Be sure to connect appropriate cables to the auxiliary device.

For MP3 playback, use the audio cable from the laptop VGA cable and select the LAPTOP input.

### Auxiliary Video Inputs

Use the external Audio/Video cables located on the instructor's lectern (under the hatch) to display images from a video camera or other external device; HDMI and 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.

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Connect the VGA cable to the laptop.</td>
</tr>
<tr>
<td>2.</td>
<td>Connect audio &amp; Ethernet cables, if needed.</td>
</tr>
<tr>
<td>3.</td>
<td>Plug in the laptop's AC power adaptor.</td>
</tr>
<tr>
<td>4.</td>
<td>Turn on the laptop's power.</td>
</tr>
<tr>
<td>3.</td>
<td>Press the AUX button on the Crestron.</td>
</tr>
<tr>
<td>4.</td>
<td>Press the LAPTOP button on the Crestron to view the &quot;Laptop&quot; screen.</td>
</tr>
<tr>
<td>5.</td>
<td>Turn on your laptop's power.</td>
</tr>
<tr>
<td>6.</td>
<td>If needed, set your laptop to display on a secondary display.</td>
</tr>
</tbody>
</table>

**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.
Touch-buttons are provided which allow you to select your external device for playback in the room.

**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.

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