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.

Powering Up the Equipment
The ceiling-mounted LCD projector is controlled from the lectern using an Extron Control Panel.

OM 225 seats 16 students.

OM 225 is equipped with two chalkboards.

Lighting controls, along with a phone, are located on the wall behind the lectern.

Instructor's lectern
Extron Control Panel

OM 225 - Level 3 Classroom - Seats 35

Equipment

- Extron Control Panel
- Ceiling-mounted LCD projector
- Windows computer
- Document camera (click here for more info)
- Blu-ray player
- Ability to connect a presenter’s laptop (VGA & HDMI)
- Auxiliary inputs (composite video/audio)
- Pull-down projection screen
- Web camera and USB microphone

Room Features

- Seats 35
- Tablet arm desks (movable)
- Light switches by door & behind lectern
- Internet and network access
- Phone (wall-mounted behind lectern)
- Chalkboards (front & hallway walls)

Powering Up the Equipment

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 Blu-ray player are 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.

**Resident Computer @ Lectern**

Press the POWER button on the resident computer to turn it on. **OM 225 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.

The computer is located on the right shelf of the lectern

The resident computer is connected to a web camera and separate USB microphone for use with Zoom. For the best audio quality, it is important to switch the microphone from the one built into the web camera to the USB microphone. To do so, click on the arrow next to the microphone icon in your Zoom meeting and select "Microphone (USB PnP Device)" from the list of options.

The USB microphone can also be muted and unmuted by pressing the power button on top of the microphone. When lit blue, the mic is live, not lit, the mic is muted.

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

Once the equipment is powered up, press the OPEN/CLOSE button on the Panasonic Blu-ray player and insert your disc (DVD or Blu-ray) into the disc tray. The Blu-ray player is controlled using the buttons on the unit or the corresponding Panasonic remote control provided.

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**Press the BLU-RAY button on the Extron to display the image on both the monitor and LCD projector simultaneously.**

**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.

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**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.
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).

3. Plug the audio cable into your laptop’s headphone jack.

4. Press the LAPTOP button on the Extron.
4. Turn on your laptop’s power.

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

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

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.

**Auxiliary Video Inputs**
This room is equipped with composite video and stereo audio cables for connecting legacy external analog devices (VHS VCR, video camera, etc.). Connect the cables located on the instructor’s lectern (under the hatch) to the device and then press the AUX VIDEO button on the Extron to display the image on both the monitor and LCD projector simultaneously.

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

**Auto-Shutdown**
The projector will display one of the following images when it is not receiving a signal from one of the available sources (resident computer, document camera, Blu-ray player, 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.
### "No Signal" Screen 1

![IN1606: Input 6 No Signal]

After displaying for 5 minutes the projector will break sync with the video switcher and begin displaying the "No Signal" Screen 2.

### "No Signal" Screen 2

![OLD MAIN 225 NO SIGNAL PRI]

The LCD projector will shut down if no signal is present after 15 minutes to continue using the equipment. The desired source (resident computer, camera, laptop, etc.) is not selected on the Extron.

#### Please Note

The "No Signal" Screen 2 may appear on the projector at room start up. Simply turn on your desired source and select it on the Extron to re-sync the projector and video switcher. Your image will then display on the projector.

### Powering Down the Resident Computer

1. Open the Start Menu (click on in the lower-left corner).
2. Click the "Shut Down" button.