What's in Old Main 422?

Installed Equipment
- Crestron Touch Panel
- Ceiling-mounted LCD projector
- Pull-down projection screen
- Resident computer (PC running Windows 7)
- DVD Player
- VHS VCR
- DVD Player
- Observation suite camera & recording system

For Laptops & Other Devices
- Connectivity: VGA cable
- Internet and network access: Wired & Wireless

Seating Information
- Capacity: 8
- Type: Tables & chairs (movable)

Other Room Features
- Adjacent observation suite
- Chalkboards (front wall)
- Light switches by door & lectern
- Phone (mounted on lectern)

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.

Observation Suite Note

IMPORTANT
The USB drive you record to will need to be formatted for the FAT 32 file system. When formatting your drive, be sure to select FAT32 under the File System drop down in the Format dialog box.

Old Main 422 - Level 3 Classroom - Seats 18

Equipment
- Crestron Touch Panel Interface
- Ceiling-mounted LCD projector
- Windows computer
- DVD player
- VHS VCR
- Ability to connect a presenter’s laptop
- Observation suite with remote controlled video camera
- Overhead projector
- Pull-down projection screen

Room Features
- Seats 18
- Tables and chairs (movable)
- Light switches by door & behind lectern
- Internet and network access
- Adjacent observation suite
- Phone (wall-mounted on lectern)
- Chalkboard (front wall)

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).

If 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.
OM 422 seats 8 students.

Projector Standby (Pic-Mute)
Some of the source pages (COMPUTER & LAPTOP) 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, 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.
The phone is located on the side of the lectern.

**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 422 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).

**DVD Playback**
(Dvia 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.
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 VHS VCR)
Simply insert your tape into the VHS VCR and press the VCR button on the Crestron to display the appropriate touch-screen controls.
The Playback VCR is at the top of the rack

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.

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.

**Observation Suite Viewing/Recording**

This unique room features an observation suite with a video camera that can be controlled using the Crestron. Videos are recorded with the Crestron CAPTURE-HD to a user-provided USB thumb drive.
The Crestron CAPTURE-HD is below the DVD player in the rack.

Press the OBSERVE button on the Crestron to display the appropriate touch-screen controls. Pan, tilt, and zoom control of the observation suite video camera can be accessed by pressing the "Camera Controls" touch-screen button. Click [here](#) (PDF) for a step-by-step instruction guide for use of the Crestron CAPTURE-HD.

An intercom system allows for communication between the observation suite and the classroom. Training on this system can be setup by contacting the Media Center (ext. 2590).

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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.
The resident computer 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.