OM 305 seats 7 students.

OM 305 is equipped with two chalkboards.

The phone is located next to the equipment rack.

Powering Up the Equipment
The ceiling-mounted LCD projector is controlled using the wall-mounted Extron Control Panel located on the wall to the left of 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 DVD/VCR combo unit and Gefen PVR (used for viewing/recording the observation suite) are powered on using the appropriate button on the corresponding remote control or on the device itself.

**NOTE:** The Gefen PVR is plugged into a power strip located to the right of the unit. It must be on in order to be able to power on the Gefen PVR with the remote control. The button will be lit red when the power strip is on.

**Projector Standby (AV MUTE)**
The AV MUTE button is located in the lower right corner of the Extron. Pressing this button once will place the projector in standby (or pic-mute) mode. Simply press the button again to take the projector out of standby mode.

**NOTE:** Unlike in most classrooms, the AV MUTE button will not flash when active; the button will only light up momentarily when pressed.

**Volume**
The adjustment of volume is then done using the PROGRAM AUDIO knob located on the equipment rack.
Control of each audio input (the observation suite microphone, DVD/VCR, PVR, and LAPTOP) is handled at the SHURE mixer. Please note that these knobs are marked to their default settings.

**NOTE:** Computers have their own volume controls which may need to be adjusted separately.

**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 Zenith DVD/VCR combo unit. The combo unit is controlled using the buttons on the unit or the corresponding Zenith remote control provided.

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, press the DVD/VCR button 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.

Observation Suite Viewing/Recording (via the Gefen PVR)
This unique room features an observation suite with a video camera that can be controlled using the corresponding remote control. Be sure to aim the remote at the Camera Sensor, which is found just above the window.

NOTE: If the camera was turned off after the last class, you’ll need to press the green POWER button on the remote in order to power it on.

To view/record video from the observation suite, you will need to plug a USB flash drive or USB external hard drive into the Gefen PVR's USB port.
Make sure the power strip located to the right of the PVR is on; ON/OFF button will be lit red. After connecting the drive, power on the PVR by pressing the POWER button on the Gefen PVR remote control. Press the HDD RECORDER button on the Extron panel to view the Gefen PVR on the projector. Click here (PDF) for a step-by-step instruction guide for use of the Gefen PVR; instruction guide updated on February 10, 2016.

To record a session, you will first need to flip the PVR AUDIO switch to RECORD MODE; the switch is located on a panel just above the PVR. The microphone level can be adjusted using the SHURE mixer at the top of the equipment rack. Please note that the recommended setting for recording is marked.

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.

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**Powering Down the Equipment**

Press the OFF button on the Extron to turn off the LCD projector. The DVD/VCR and Gefen PVR must be powered off separately.