OM 423

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 423 seats 11 students.

OM 423's chalkboard has sliding panels, which provide additional writing space.

Old Main 423 (Case Study Room) - Level 3 Classroom - Seats 49

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Room Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Crestron Touch Panel Interface</td>
<td>• Seats 49</td>
</tr>
<tr>
<td>• Ceiling-mounted LCD projector</td>
<td>• Tables and chairs (non-movable)</td>
</tr>
<tr>
<td>• Windows computer</td>
<td>• Light switches by doors &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 player</td>
<td>• Phone (wall-mounted behind lectern)</td>
</tr>
<tr>
<td>• VHS VCR</td>
<td>• Chalkboard (front wall)</td>
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<tr>
<td>• Ability to connect a presenter’s laptop</td>
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<tr>
<td>• Auxiliary input (S-video and composite video/audio)</td>
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<tr>
<td>• Motorized projection screen</td>
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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. (Authorized users can request the Access Code from the Help Desk by calling ext. 8340).

Old Main 423

Touch Screen to Continue
ITS Help Desk x 2299

After 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.
Lighting controls are located next to each door.

Screen and additional lighting controls, along with a phone, are located on the wall behind the lectern.

Projection Screen and Room Lighting Controls
Press the SCREEN/LIGHTS button on the Crestron to display the appropriate touch-screen controls.

Touch-buttons are provided which allow you to select different lighting presets (Full, Medium, Low, and Off) for the room, as well as raise and lower the projection screen.

Wall plates, found by each door and near the phone, can also be used to control the lights. A wall plate for control of the screen is also located by the phone.

Projector Standby (Pic-Mute)
Each source page (COMPUTER, LAPTOP, DOCUMENT CAMERA, VCR, & DVD) 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. While this mode is active, the button will flash. Simply press the button again to take the projector out of standby mode.

NOTE: If the projector is in standby mode and you press one of the source buttons (COMPUTER, LAPTOP, DOCUMENT CAMERA, 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.
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 423 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.

There is Currently an issue with the system switching between the PC and Document Camera. If the PC does not display, press the button labeled PC on the Extron Branded switcher located in the rack below the PC.

<table>
<thead>
<tr>
<th>Click on the image below to zoom</th>
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<tbody>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>The computer is located in the rack on the right-side of the lectern</td>
<td><img src="image3.png" alt="Image" /></td>
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</tbody>
</table>
The switcher is located in the rack below the PC. Press the PC button to display it on the

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.

The button on the Crestron touch panel for Doc Cam is not currently functioning. To view the Doc Cam, select the Computer button, then press the button labeled Doc Cam on the Extron switcher found in the rack below the PC.

DVD Playback (via 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 located in the rack on the left-side of the lectern.

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 VCR)
Simply insert your tape into the VCR and press the VCR button on the Crestron to display the appropriate touch-screen controls.

The VCR is located in the rack on the left-side of the lectern.

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. In addition to cables for connecting a laptop, a power outlet is also located on the lectern 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.
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.

**Auxiliary Video Input**
Use the external Audio/Video cables located on the instructor's lectern to display images from a video camera or other external device; S-video 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.

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 PC**

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