**OM 303**

**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.

**Old Main 303 - Photos**

OM 303 seats 11 students.

OM 303 is equipped with three chalkboards.

**Old Main 303 - Level 3 Classroom - Seats 48**

What’s in Old Main 303?

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**Installed Equipment**

- Extron Control Panel
- Ceiling-mounted LCD projector
- Pull-down projection screen
- Resident computer: PC (Windows 10)
- Document camera
- Blu-ray player with remote control

**Seating Information**

- Capacity 48
- Type: Tables & chairs (movable)

**Other Room Features**

- Chalkboards (front & both side walls)
- Light switches by door & lectern
- Phone (wall-mounted behind lectern)

**Powering up the Equipment**

Equipment is housed in the instructor's lectern in the front of the classroom. The ceiling-mounted LCD projector is controlled from the lectern using the Extron Control Panel.

**Instructor's lectern**

Press the ON button to turn on the LCD projector. After pressing ON, wait until the projector has warmed up (ON button will be lit solid and no longer blinking) 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 player are powered on using the appropriate button located on each device.

**Projector Standby (AV Mute)**

Pressing the AV Mute button once will place the projector in standby 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 Control**

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 from the main volume control.
Resident Computer @ Lectern
Press the POWER button on the resident computer to turn it on. OM 303 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.

![Resident Computer](image)

The computer is located on the right-side of the lectern

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

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.

![Blu-ray Player](image)

The Blu-ray player is in the rack

Press the BLU-RAY button on the Extron to display the image on the LCD projector.

Connecting a Laptop
The cables for connecting a laptop are found on the instructor's lectern under the hatch; both HDMI and VGA cables are provided.

**Using the HDMI cable**
1. Plug the HDMI cable into the laptop's HDMI port.
2. Press the HDMI button on the Extron.
3. Power on the laptop (if it's not already on).
4. If needed, set the laptop to output to a secondary display.

Using the VGA cable

1. Plug the VGA cable into the laptop's VGA port.
2. Plug the 1/8" audio cable into the laptop's headphone jack.
3. Press the LAPTOP button on the Extron.
4. Power on the laptop (if it's not already on).
5. If needed, set the laptop to output to a secondary display.

Don't have a HDMI or VGA port on your laptop?
Click here to view what type of adapter you need and where to get it on campus.

Network Access
Both wired (using the provided Ethernet cable) and wireless connectivity are available in this classroom.
Instructions for connecting to the wireless network can be found on Confluence here.

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 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.

LCD Projector Auto-Shutdown
If the IN1606 video switcher does not see a signal after 5 minutes it will break sync with the LCD projector. Once sync is broken, a "No Signal" screen (displaying the Canisius Logo) will appear. If sync is not re-established within 15 minutes the LCD projector will then power itself off.

In addition, the Extron Control Panel is scheduled to shut the LCD projector off at 11:00 PM each night.

Powering Down the Resident Computer

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