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 308 seats 13 students.

OM 308 is equipped with two chalkboards.

Lighting controls are located next to the door.

Powering Up the Equipment

The equipment is controlled from the lectern using a Extron Control Panel Interface.

Equipment

- ExtronHard-Button Control Panel
- Ceiling-mounted LCD projector
- Windows computer
- Document camera (click here for more info)
- Blu-Ray player with remote control (also plays DVDs)
- Ability to connect a presenter's laptop (HDMI)
- Pull-down projection screen
- Web camera and USB microphone

Room Features

- Seats 28
- Tablet arm desks (movable)
- Light switches by doors & behind lectern
- Internet and network access
- Phone (wall-mounted behind lectern)
- Chalkboards (front & hallway walls)

Instructor's lectern

Extron Hard-Button Control Panel

Press the On button on the Extron. After pressing ON, the button will blink red for 30 seconds while the projector turns on and warms up. Wait until the On button turns white before selecting the desired source button on the Extron. The switcher will not receive the command to switch until after it has finished warming up.

The resident computer and document camera are powered on using the appropriate button located on each device.

Projector Standby (PIC-MUTE)

Press the MUTE button on the Extron once to place the projector in standby mode. Simply press the button again to take the projector out of standby.

Volume

The adjustment of volume is done using the Volume knob located in the lower-left corner of the Extron.

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 308 is equipped with a rack-mounted Dell 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 computer.
Additional lighting controls, along with a phone, are located behind the lectern.

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 (Epson)
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 on the projector and monitor.

Blu-ray/DVD Playback (via the Blu-ray Player)
This room is equipped with a Blu-ray player that can play both Blu-ray and DVD discs.

1. Turn on the Blu-ray player using the power button on the player, or on the remote control.
2. Press the BLU-RAY button on the Extron Control Panel.
3. The image from the Blu-ray player will now display.
4. Open the disc tray by using the eject button on the Blu-ray player. Insert your disc and then press the same button again to close the tray.
5. Use the remote control to control the playback of your disc.

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<td><img src="remote.png" alt="Remote Control" /></td>
<td><img src="remote2.png" alt="Remote Control" /></td>
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The Blu-Ray plater is in the rack.  
Denon Blu-ray player remote control

**Connecting a Laptop**

The HDMI cable needed for connecting a laptop computer is found on the instructor's podium. The HDMI connection carries both video and audio. For more information see [Selecting HDMI Audio Output](#). Tethered to the HDMI cable is a display port adaptor that you can use if necessary.

<table>
<thead>
<tr>
<th>Using the HDMI cable</th>
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<tbody>
<tr>
<td>1. Plug the HDMI cable into your laptop's HDMI port.</td>
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<th><img src="hdmicable.png" alt="HDMI Cable" /></th>
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2. Plug the Ethernet cable into your laptop's network jack (if needed).
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<td>3.</td>
<td>Press the HDMI button on the Extron.</td>
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<tr>
<td>4.</td>
<td>Turn on your laptop’s power.</td>
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<td>5.</td>
<td>If needed, set your laptop to display on a secondary display.</td>
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**Don’t have a HDMI port on your laptop?** Visit Training & Support to find out what type of adapter is needed to connect your laptop.

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**Powering Down the Equipment**
Press the OFF button on the Extron to shut down the projector.

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 Computer**

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