**SH 063**

**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.

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**Science Hall 063 - Level 3 Classroom - Seats 48**

**Women’s Business Center**

**About Science Hall 063**

<table>
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<tr>
<th>Installed Equipment</th>
<th>Seating Information</th>
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<tr>
<td>• Extron Touch Panel</td>
<td>• Capacity: 48</td>
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<tr>
<td>• Ceiling-mounted LCD projectors (x2)</td>
<td>• Type: Tables &amp; chairs (movable)</td>
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<tr>
<td>• Motorized projection screens (x2)</td>
<td>Other Room Features</td>
</tr>
<tr>
<td>• Resident computer: PC (Windows 7)</td>
<td>• Whiteboard (side wall by phone)</td>
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<tr>
<td>• Document camera</td>
<td>• Light switches by doors &amp; lectern</td>
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<td>• Blu-ray player</td>
<td>• Phone (wall-mounted by door)</td>
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</table>

**For Laptops & Other Devices**

- Laptop Connectivity: HDMI cable
- Internet and network access: Wired & Wireless

**Powering Up the System**

The equipment is controlled from the lectern using the Extron Touch Panel. If the touch panel screen is dark, press it to wake up the panel.

1. When the Canisius Logo Screen appears, tap the screen to start.
2. The ceiling-mounted LCD projectors will begin to warm up and the motorized screens will lower.
3. Once the projectors have finished warming up, the Extron will display the Main Menu.

**Please Note:** If not left powered on from the prior class, the resident computer, document camera, and lectern monitor must each be powered on separately. Instructions for doing so will be found in the appropriate section below.
Room Lighting Controls

Room lighting can be controlled by using the wall plates (located behind the lectern and by both doors).

The lectern monitor in this room will display the same image as the ceiling-mounted LCD projectors. It is powered on/off by using the button located in the lower right corner.

Lectern Monitor

Please Note: An image will display on the lectern monitor only when the system is on.

Projection Screen

The motorized projection screens automatically lower and raise at system start and shutdown. In addition, the Touch Panel.

To access the screen controls from the Extron, press the Screen Control button to display the appropriate control screen.
Projector Standby

Projector Standby is used to temporarily hide the image on the projection screens.

Press the Projector Standby button, located in the lower right of the touch panel screen, to activate it; the button will flash red while this mode is active. Simply press the button again to take the projectors out of standby and display the image on the projection screens.

Volume

Volume is controlled using the Extron Touch Panel. Volume up, down, and mute buttons are located on the right-side of the touch panel screen. These controls are accessible regardless of which source is selected for display.

Please Note: Computers have their own volume controls, which may need to be adjusted separately.

Resident Computer @ Lectern

1. Power on the resident computer, which is located in the equipment rack inside the lectern. The button is located on the right-side of the computer.
2. Press the COMPUTER button on the Extron Touch Panel.
3. The image from the computer will now display on the ceiling-mounted LCD projectors and lectern monitor.
In addition to the two available USB 3.0 ports on the front of the computer, a third USB 3.0 port (labeled “Computer USB”) is located on the plate to the right of Extron Touch Panel.

**Please Note:** Beneath the two electrical outlets on the top of the podium are two USB ports. These USB ports are for charging devices ONLY.

**Document Camera (ELMO P10HD)**

1. Power on the document camera by using the button located on the right-side of the unit near the back; the button is lit blue when the doc cam is on and red when the doc cam is off.
2. Press the DOCUMENT CAMERA button on the Extron Touch Panel.
3. The image from the document camera will now display on the ceiling-mounted LCD projectors and lectern.

Zoom and Auto Focus controls are located on the camera head. Lamp controls are located on the front of the document camera.

**Blu-ray/DVD Playback (via the Blu-ray Player)**
This room is equipped with a Blu-ray player that can play both Blu-ray (Region A) and DVD (Region 1) discs.

1. Press the BLU-RAY PLAYER button on the Extron Touch Panel.

2. The image from the Blu-ray player will now display on the ceiling-mounted LCD projectors and lectern monitor.

3. Open the disc tray by using the OPEN/CLOSE button on the Extron’s Blu-ray Player page or on the player itself. Insert your disc and then press the same button again to close the tray.

Blu-ray and DVD playback controls are located on the left-side of the screen, while disc navigation and other functions (subtitle, display) are on the right-side of the screen.

The only time you ever need to touch the Blu-ray player itself is to insert or eject your disc.

Connecting a Laptop (HDMI Cable)

The cables needed for connecting a laptop are found on the instructor’s lectern. A power outlet is located on the lectern to the right of the Extron Touch Panel, if needed.

1. Plug the HDMI cable into your laptop's HDMI port.

2. Press the LAPTOP button on the Extron Touch Panel to display the image from the laptop on the ceiling-mounted LCD projectors.

Don't have a HDMI 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. Ins

Powering Down the System

1. Press the SHUT DOWN button on the Extron Touch Panel to power off the equipment.

2. Press "Yes" to proceed with the shutdown or "No" to cancel and resume use of the room.

3. The ceiling-mounted projectors will begin to cool down, the Blu-ray player will power off, and the motorized screens will raise. Once the projectors have finished cooling down, the Extron will display the Canisius Logo screen and the room can be turned back on.
Please Note: The resident computer, document camera, and lectern monitor must each be powered off separately.

The document camera is turned off by pressing & holding the same button used to turn it on. 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.