### OM 414 - Level 4 Classroom - Seats 24

<table>
<thead>
<tr>
<th>Photos</th>
<th>Equipment</th>
<th>Room Features</th>
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</table>
| ![Image](image1.jpg) | • Crestron Touch Panel Interface  
• Wall-mounted and ceiling-mounted LCD projectors  
• Windows computer  
• SMART Board Interactive Whiteboard (click [here](#) for more info)  
• Document camera (click [here](#) for more info)  
• DVD player  
• VHS VCR  
• Ability to connect a presenter's laptop  
• Auxiliary input (S-video and composite video/audio) | • Seats 24  
• Tables and chairs (movable)  
• Light switches by both doors & near lectern  
• Internet and network access  
• Phone (opposite corner from lectern)  
• Chalkboards (front & side walls) |
| ![Image](image2.jpg) |  | |
| ![Image](image3.jpg) |  | |
| ![Image](image4.jpg) |  | |

**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 (63520).

After successfully entering the Access Code, the equipment will power-up and the Crestron will display the message "Please Wait...Projector will be ready in **". Once the projector is ready, the Crestron will display the Main Menu, further identifying the function of the hard-buttons.
The resident computer and document camera are powered on using the appropriate button located on each device.

**Using the Dual LCD Projectors**

This room is equipped with dual LCD projectors. The SMART Board's LCD projector is the main display; it powers on when the room is started.

The ceiling-mounted LCD projector is the secondary display. This projector is powered on/off by pressing the PROJECTOR button on the Crestron and then using the appropriate touch-screen controls.

After choosing a source button on the Crestron, you must select the display destination (SMART Board or Projector/Screen) before the image will appear. Sources sent to the SMART Board will have accompanying audio played in the room and, in the case of the resident computer and document camera, the image will also appear on the lectern monitor.

Sources sent to the Projector/Screen will not have accompanying audio. If the ceiling-mounted LCD projector has not been turned on at the "Projector Control" screen, the Projector/Screen button will be inactive until that display is powered on.

**Projector Standby**

Each source page (COMPUTER, LAPTOP, DOCUMENT CAMERA, DVD, etc.) has a Projector Standby button located in the lower left corner of the screen. Pressing this button will place the projector in standby mode. While this mode is active, the button will flash. Simply press the button again to take the projector out of standby mode.

**NOTE:** This feature is used only by the ceiling-mounted LCD projector.

**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 414 is equipped with a HP computer.** USB ports are located next to the computer's power button. An additional USB port is found on the plate just above the computer.

Once the computer has been powered up, press the COMPUTER button on the Crestron to display the appropriate touch-screen controls. Touch-buttons are provided which allow you to display the image on the SMART Board's LCD projector (SMART Board) or on the ceiling-mounted LCD projector (Projector /Screen).

The computer is located on the right shelf of the lectern.

NOTE: You must select a display destination before an image will be displayed. Audio only plays after the SMART Board touch-button has been pressed.

**SMART Board Interactive Whiteboard**
The SMART Board Interactive Whiteboard is connected for use with the room’s resident computer. After logging in to the computer, press the COMPUTER button on the Crestron. The SMART Board software will automatically load after you log in to the computer.

The USB cable connecting the SMART Board Interactive Whiteboard (BOARD) is located just behind the Crestron Touch Panel. You can disconnect the cable and connect it for use with a laptop. Please make sure the cable is plugged back into the USB extender before leaving the room.
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 Crestron to display the appropriate touch-screen controls.

This document camera can also be used with the SMART software installed on the resident computer. Turn on the resident computer and press the COMPUTER button on the Crestron. At the "Local Computer" screen, press the SMART Board touch-button to display the computer on the SMART Board's LCD projector.

Once you've logged in, open the SMART Notebook software and click the document camera icon on the toolbar. The document camera image will now appear on the screen.

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 in the rack

Touch-buttons are provided which allow you to control the DVD player from the Crestron. Touch-buttons are provided which allow you to display the image on the SMART Board’s LCD projector (SMART Board) or on the ceiling-mounted LCD projector (Projector/Screen). The only time you ever touch the DVD player itself is to insert or eject your disc.

**NOTE:** You must select a display destination before an image will be displayed. Audio only plays after the SMART Board touch-button has been pressed.

**VHS Playback (via the VCR)**
Simply insert your tape into the DVD/VCR combo unit and press the VCR button on the Crestron to display the appropriate touch-screen controls.
The VCR is in the rack

Touch-buttons are provided which allow you to control the VCR from the Crestron. Touch-buttons are provided which allow you to display the image on the SMART Board's LCD projector (SMART Board) or on the ceiling-mounted LCD projector (Projector/Screen). The only time you ever touch the VCR itself is to insert or eject your tape.

**NOTE:** You must select a display destination before an image will be displayed. Audio only plays after the SMART Board touch-button has been pressed.

### Connecting a Laptop

The cables needed for connecting a laptop computer are found on the instructor's table.

#### 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. Press the "SMART Board" touch-button to display the image on the SMART Board's LCD projector.

6. Turn on your laptop's power.

7. If needed, set your laptop to display on a secondary display.

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Click on the image below to zoom

![Laptop Diagram](image)

1. Connect the VGA cable to the laptop.
2. Connect audio & Ethernet cables, if needed.
3. Turn on the laptop's power.

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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.

**NOTE:** You must select a display destination before an image will be displayed. Audio only plays after the SMART Board touch-button has been pressed.

**Auxiliary Video Inputs**

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.

**NOTE:** You must select a display destination before an image will be displayed. Audio only plays after the SMART Board touch-button has been pressed.

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**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. Pressing "Yes" will shut off both the ceiling-mounted LCD projector and the SMART Board LCD projector.

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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.