## Old Main 301 - Level 3 Classroom - Seats 26

### Installed Equipment
- Extron Touch Panel
- Ceiling-mounted LCD projector
- Wall-mounted confidence monitor
- Pull-down projection screen
- Resident computer: PC (Windows 7) with web conferencing capabilities
- Document camera
- Blu-ray player
- Classroom capture system

### Seating Information
- Capacity: 26
- Type: Tables & chairs (movable)

### Other Room Features
- Whiteboard (front wall)
- Light switches by door & lectern
- Phone (wall-mounted behind lectern)

### 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 projector will begin to warm up and the wall-mounted confidence monitor in the back of the room will power on. The projection screen must be lowered manually.
3. Once the projector has finished warming up, the Extron will display the Main Menu.

### Room Lighting Controls
Room lighting can be controlled by using the wall plates (located behind the lectern and by the door).
Lectern Monitor & Confidence Monitor
The lectern monitor in this room will only display the resident computer. It is powered on/off by using the button located in the lower right corner.

The confidence monitor, mounted on the wall in the back of the room, will typically display the same image as the ceiling-mounted LCD projector. When CAPTURE is selected, however, it will display a preview image of what is being recorded by the classroom capture system. The confidence monitor is powered on and off automatically with the system.

Please Note: An image will display on the lectern monitor regardless if the system is on or off. The confidence monitor will only display an image when the system is on.

Projection Screen
The projection screen must be lowered and raised manually by the user.

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

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 projector out of standby and display the image on the projection screen.

Volume
Audio from the resident computer plays through the ceiling speakers. The volume level is controlled at the computer itself. Use the volume control located on the task bar (lower right corner of the desktop), as well as any volume control in the media player you are using on the computer, to adjust the level as desired.
Audio from the Blu-ray player and from a laptop plays through the wall-mounted speakers. The volume level for these devices 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 when one of these sources is selected.

**Resident Computer @ Lectern**

1. Power on the resident computer, which is located in the equipment rack inside the lectern. The button is located near the middle of the computer, just beneath the disc tray.

2. Press the COMPUTER button on the Extron Touch Panel.

3. The image from the computer will now display on the ceiling-mounted LCD projector, lectern monitor, and confidence monitor.
Please contact the Media Center if you would like to schedule training on the use of equipment in this room for web conferencing.

**Document Camera (ELMO P10 WXGA)**

1. Power on the document camera by using the slider located on the right-side of the unit near the back.

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 projector and confidence monitor.

Zoom, Auto Focus, Lamp, and Iris 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 projector and confidence 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 right-side of the lectern, 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 projector and confidence monitor.

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**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.

**Classroom Capture**
The classroom capture system (Extron SMP 351) is for recording lectures, guest speakers, etc. It allows for the video & audio recording of the faculty member and/or students along with (non-encrypted) content from the resident computer, a laptop, or the document camera. Users must provide their own USB thumb drive in order to record.

1. Plug your USB thumb drive into the USB port on the left side of the Extron SMP 351.
2. Press the CAPTURE button on the Extron Touch Panel to display the preview image on the confidence monitor.
3. Press the Switch Content button to cycle through the resident computer, laptop, and document camera. The selected source will display on the ceiling-mounted LCD projector.

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*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.
Click here for more information.

**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 projector will begin to cool down and the confidence monitor will power off. The projection screen must be raised manually. Once the projector has finished cooling down, the Extron will display the Canisius Logo screen and the room can be turned back on.

![Room Shutdown](image)

Please Note: The resident computer, document camera, Blu-ray player, and lectern monitor must each be powered off separately.

The document camera is turned off by using the same slider 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 the lower-left corner).
2. Click the "Shut Down" button.