The Electronic Conference Room (EC) consists of three basic units: 1) Data Projector 2) Computer and Monitor; and 3) Volume Control.

To Turn on the Data Projector and Switch Sources

1. Locate the **Projector Remote Control** (generally located on the computer table).
2. Point the remote at the ceiling projector and press softly, the **ON** button in the upper right hand corner a few times. You will hear the projector fan go on, and see a blue light gradually glowing in the projector lens; this can take up to 1 minute.
3. While the projector is warming up, please locate the **Wall Screen Switch** and press **Down**
4. Point the remote at the ceiling projector and press the **Source** button **COMP 1**

To Project an Image from the Computer Workstation:

1. Turn on the data projector (see “To Turn on the Data Projector and Switch Sources” Instructions).
2. Turn on the computer and monitor, if not already on, as you normally would.
3. If your computer image is not being displayed please make sure the projector is set to **COMP 1** (shown above); you may also need to disconnect any connected Laptops from the system.

To Login to a Workstation:

1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard
2. Type your Username and Password and click the blue arrow button.

To Use your Laptop Computer:

1. Turn on the data projector (see “To Turn on the Data Projector and Switch Sources” Instructions).
2. Connect the laptop’s **VGA** output and **Audio** ports to the **Laptop VGA** and **Audio** cables located on the workstation.

3. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT button (this is often the **FN + F8** keys) and re-select **COMP 1** on the projector remote.

To Adjust Computer/Laptop Volume:

1. Locate the Wall Volume dial above the computer workstation.
2. Turn clockwise to turn volume **UP** or turn counter-clockwise to turn the volume **Down**.

For immediate assistance, please call ext. 8-4ITS

Hours of Operation: M-F 7am-9pm • Sat 8am-3pm • Sun Closed

**Please note that support hours are subject to change without formal posting.**

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Note: If after turning up the wall volume dial, you still don’t hear audio (or it is faint), check the audio volume level on your computer 🎧.

To Use the Polycom Conferencing Phone:

1. Locate the Polycom phone at the workstation (the triangle shaped phone) and extend the cables carefully to the conference table.
   
   Note: You may wish to add the additional microphone pods, these maybe stored in the Phone box by the workstation. Plug these into the bottom of the base unit.

   ![Polycom Conferencing Phone](image1.png)

2. Press the Phone button and dial the desired phone number*
3. To conference in two numbers dial the first number and press the conference button and then dial the second number and press conference button again to combine the calls.

*Note: If dialing an off-campus number please dial 9 prior to the phone number. If dialing a long distance phone number, you will need your department issued long-distance code.

Please Power Down the Data Projector Before You Leave the Room

System Shutdown:

Point the remote at the ceiling projector and press the OFF button, in the upper left corner, TWICE. You should see the blue glow within the lens shutoff and the screen goes dark.

While the projector is cooling off, please locate the Wall Screen Switch and press UP

NOTE: The fan remains on even though the projector is off.

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