The Electronic Classroom (EC) consists of three basic units: 1) **Data Projector** 2) **Computer and Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Plate, Crestron Touch Panel, and AV Switcher with Volume.

### To Activate System:
Locate the **Touch Panel** and press the darkened screen. It should light up and you will see **Loyola University Chicago**.

**For Video and Audio Sources**
Select the Video source you wish to use with the hard buttons on the right hand side.

**For Audio Only Sources**
Select the **Blank** hard button on the right hand side, and then select the audio source you wish to use from the popup. *(Please note - There are no touch panel controls for audio only devices if you wish advanced training please contact the helpdesk@luc.edu at x8-4ITS).*

Please note – If the system is not powered down properly you may have to shut down the system properly (Explained below; **see System Shutdown**)

### To Project an Image from the Computer Workstation:
1. Turn on the computer and monitor, if not already on, as you normally would.
2. Press the **COMP** button on the Touch Panel.
3. If you do not see the computer image *(you may have to wait for Projector to warm up ~1 min)*: After waiting a minute, press **COMP** one more time to see if this brings it up.

### Adjusting Volume:
To adjust the volume **Volume UP/DOWN** hard buttons on the left side.

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.**
**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 in the Classroom:**

1. Connect the laptop’s VGA output and audio ports to the LAPTOP cable provided on the side of the Equipment Rack (side closest to the Monitor).

![LAPTOP Cable](image)

2. On the **Touch Panel**, press the **Laptop** hard button.
3. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button and re-select **Laptop** from the **Source Select** page.

---

**Please Power Down the Projector Before You Leave the Room**

**System Shutdown:**

Using the Touch Panel, press the **POWER** hard button, and then press **YES**.

![Power](image)

---

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.**