Operating Instructions for Electronic Classroom:
Crown Center 104

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, AV Switcher with Volume, and VHS/DVD deck.

To Activate System:

1. Make sure the “Main Power” switch is “ON”, which is on the right, below the Touch Panel in the Black Equipment Rack.

2. Locate the Touch Panel and press the darkened screen. It should light up and you will see Loyola University Chicago. Press anywhere on the screen and press Source. Now you will see a screen with your options. The system is now active.

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 Turn on the Data Projector:

After selecting which device you want to use on the Touch Panel, the Data Projector will turn on automatically. It may take up to minute for the projector to fully warm up.

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 PC 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): Press PC one more time to see if this brings it up.

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 Project a Blu Ray, DVD or VHS Video:

1. On the Touch Panel, press DVD or VCR from the Source Select Page.
2. Insert your Tape or Disc, and press play via the Touch Panel.
3. If you do not see Blu Ray, DVD or VCR you may need to press Source Select at the top of the Touch Panel and re-select Blu Ray, DVD or VCR.

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 on the Equipment Rack (side closest to the Monitor).

2. On the Touch Panel, press the Laptop 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 SYSTEM button, then press POWER SYSTEM OFF.