Operating Instructions for Electronic Conference Room: Crown Center 200 East

The Electronic Conference Room consists of three basic units: 1) 3 LCD Monitors 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:
1. Locate the Touch Panel on the desktop and press the darkened screen. It should light up and you will see Loyola University Chicago.

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

For Audio Only Sources:
2. 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 Display 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, press PC one more time to see if this brings it up.

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.

Adjusting Volume:
To adjust the volume, press the Volume UP/DOWN hard buttons on the left side of the touch panel.

To Project a Bluray/DVD or VHS Video:
1. On the Touch Panel, press BLURAY or VCR hard button on the right side of the Touch Panel
2. Insert your Tape or Disc, and press play via the Touch Panel.

For immediate assistance, please call ext. 8-4ITS
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3. If you do not see the Bluray/DVD or VHS playing, you may need to reselect **BLURAY** or **VCR** buttons, and toggle the **Bluray/VCR Toggle** button on the Touch Panel. Continue to toggle the button until the drive you want is selected.

**To Use your Laptop Computer in the Classroom:**

1. Connect the laptop’s VGA output and audio ports to the **LAPTOP inputs** on the Auxiliary Plate of the Equipment Rack.

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.

**Overflow to CC 200 West:**

This room is capable of displaying its currently selected source to the 2 displays in CC 200 West

**To Activate:**

1. Setup your source as instructed previously.
2. On the **Touch Panel**, toggle the **OVRFLW ENABLE** hard button until you see **Overflow Enabled**
3. Check the 2 displays in CC 200 West to confirm they powered on and switched to your source.

**To De-Activate:**

1. On the **Touch Panel**, toggle the **OVRFLW ENABLE** hard button until you see **Overflow Disabled**

**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**.

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