Operating Instructions for Electronic Classroom: Crown Center Auditorium

The Electronic Classroom (EC) consists of four basic units: 1) Data Projector 2) Computer 3) Crestron AV Switcher i.e. Touch Panel; and 4) Equipment Rack which has the VHS/DVD.

To Activate System:

1. Locate the Touch panel on the podium face and press the darkened screen. It should light up and you will see Loyola University Crown Auditorium.
2. Press the System button in the upper right hand corner of the screen. Now you will see a screen with your Sources. 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:

1. Select the source you want to use, via the Touch Panel.
2. Then press the PROJ button in the bottom right hand corner of the Touch Panel screen. At this point the Data Projector will turn on automatically. (If the device uses the data projector.) It may take up to minute for the projector to fully warm up.

To Project an Image from the Computer Workstation:

1. Press the COMPUTER button on the Touch Panel, from the Source Selection Page.
2. Turn on the computer, if not already on, as you normally would.
3. You should see the computer image in a box on the Touch Panel.*
4. Press the PROJ button on the Touch Panel, in the bottom right hand corner of the panel. You may have to wait for Projector to warm up ~1 min. before you see the image on the screen.**

* Pressing the computer window will toggle the computer image between full screen and windowed.
** If the computer image still doesn’t come up on the screen, the system may not have been powered down properly and you may have to shut down the system properly. (Explained below; see System Shutdown)

Projecting the Document Camera:

1. Open Doc Cam drawer, which is located on the right hand side of the podium.
2. Press the Doc Camera button on the Touch Panel.
3. Place the item you wish to project onto the Doc Cam and Adjust the Zoom/Focus as needed.
4. Press the PROJ button on the Touch Panel, in the bottom right hand corner of the panel. You may have to wait for Projector to warm up ~1 min. before you see the image on the screen.

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 DVD or VHS Video:
2. Insert your Tape or Disc, and press play via the Touch Panel.
3. Press the PROJ button on the Touch Panel, in the bottom right hand corner of the panel. You may have to wait for Projector to warm up ~1 min. before you see the image on the screen.

Volume Adjust:
1. To adjust the volume for any source, press Volume UP/DOWN buttons in the lower left hand portion of the Touch Panel.

To Use your Laptop Computer in the Classroom:
1. Connect the laptop’s VGA output and audio ports to the VGA cable in the Aux Panel.
2. On the Touch Panel, press the Auxiliary button. Followed by the Laptop button.
3. Turn on the power to your laptop. There is a convenience plug located in the Aux Panel.
4. Press the PROJ button on the Touch Panel, in the bottom right hand corner of the panel. You may have to wait for Projector to warm up ~1 min. before you see the image on the screen.
5. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button.

Please Power Down the Projector Before You Leave the Room

System Shutdown
1. Press the System button in the upper right hand corner of the screen.
2. A new window will appear, Press YES. A cool down timer should appear on the Touch Panel and you should see the screen go dark.

To Use the Room Video Capture System:
The Room Video Capture System consists of three main units: 1) Camera; 2) Podium Microphone and Wireless Microphone system; and 3) Recorder built into the Computer.

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To Setup for Room Recording:

1. Activate system and select ROOM CAMERA source as instructed by Room Instruction sheet. Note: If you wish to view the Camera image on the front screen, press PROJ button.
2. Use one of the Presets 1 2 3 4 5 quick access to shots.
3. If fine tuning is required, adjust the camera’s recording angle, using the Touch Screen controls: PAN/TILT Arrows Up, Down, Left, Right, Zoom Far, Zoom Near, Focus In, and Focus Out.

4. Setup any additional Microphones being used during the recording and test that they can be heard in the audience.

To Start Computer Recording:

1. Login into the computer as instructed by Room Instruction sheet.
3. Click Start Encoding to start the recording.
   a. The Capture system defaults to recording the Room Camera;
   b. Select Computer under Sources on the left side of the screen.
   c. Select Camera will switch your recording back to the room camera.
4. Leaving this window open you can go to other applications while it records in the background.
   a. Pressing Pause will pause the recording for segments you may not wish to record, class break for example.

To Stop/Finish Computer Recording:

1. Press the Stop button in the Windows Media Encoder window and Finish.
2. Going back to the Desktop, double click the VideoCapture folder.
3. You will see your recording in this directory named CrownAudCapture.wmv. Be sure to copy this file to your flash drive or other external storage location for later use.
4. After Copying this file, you may log out the computer or start a new recording.

WARNING: Computer Recording
The file will be deleted upon reboot, do not leave the room without copying your recorded file.

For instructions on how to operate the Equipment Rack and other room equipment please locate the room’s Operating Instruction at the Workstation.