The Electronic Classroom (EC) consists of three basic units: 1) **Ceiling Projector** and **Remote Control**; 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Plate, Kramer Switcher, Extron Switcher, Mixer, and VHS player.

**To Turn On the Ceiling Projector:**

1. Locate the **remote control** (attached to the worktable).
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. Locate the **Wall Screen Switch** to the right of the Black Equipment Rack.

**To Turn On Equipment***:

The **Equipment Rack** is located inside the **cabinet** beneath the table.

1. Make sure the **Main Power** switch (on the right), as shown below, is “ON”.
2. Make sure the **Kramer Switcher Power** is turned on (to the left).
3. To adjust the volume, turn the knob for the appropriate device (VCR, Computer, Master) on the **Volume Mixer**.

* The power buttons of all rack equipment should remain in the “ON” position.

**To Project an Image from the Computer Workstation:**

1. Turn on the computer and monitor, if not already on, as you normally would.
2. Turn on the data projector (see “To Turn on the Data Projector” Instructions above).
3. If you do not see the computer image: on the remote control, press the **INPUT 1** button.
4. On the Extron Switcher, press the **MAIN** button on the Extron Switcher.
5. To adjust the computer volume, turn the **Computer** volume knob on the **Volume Mixer**.

**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. Turn on the ceiling projector (see “To Turn on the Ceiling Projector” Instructions).
2. Connect the laptop’s **VGA** output and **audio** ports to the “COMPUTER DISPLAY” and “COMPUTER AUDIO” inputs on the **Aux Plate**.

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3. On the remote control, press the **INPUT 1** button.
4. On the Extron Switcher, press the **LAPTOP** button on the Extron Switcher.
5. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button.
6. To adjust the laptop volume, turn the **Computer** volume knob on the **Volume Mixer**.

**Projecting a DVD or VHS video:**

1. Turn on ceiling projector (see “To Turn on the Ceiling Projector” Instructions).
2. Press the **VCR** button on the Kramer Switcher.
3. On the projector remote control, press the **INPUT 3** button.
4. Insert your tape, and press play.

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

**System Shutdown:**

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

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

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