Operating Instructions for Electronic Classroom: Coffee Hall 118

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 in the upper right hand corner of the Black Box.

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 a 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 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 DVD or VCR you may need to press Source Select at the top of the Touch Panel and re-select DVD or VCR.

Volume Adjust:

To adjust the volume for any device, press UP/DOWN buttons under Volume, on the right side of the Touch Panel.

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 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.