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. CS 314 also includes the additional unit 4) Document Camera.

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.

3. 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 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.

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


3. Turn on the Elmo Document Camera, and select RGB 1 button on the Document Camera.

4. 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.

To Project the Document Camera:


2. Turn on the Elmo Document Camera, and select Main button on the Document Camera.

Volume Adjust:

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

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.

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.

For immediate assistance, please call ext. 8-ITS

Hours of Operation: M-F 7am-9pm • Sat 8am-3pm • Sun Closed

**Please note that support hours are subject to change without formal posting.

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