The Electronic Classroom (EC) consists of these basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; 3) **Touch Panel**; 4) **Video Conferencing System**; 5) AppleTV; and 6) **Equipment Rack** includes: Auxiliary Power, Auxiliary Plate, Computer, Blu-ray/DVD Player

**To Activate System:**

Locate the **Touch Panel** and press the darkened screen; select the source you wish to use with the source buttons on the right hand side.

*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 from the Computer Workstation:**

1. Turn on the computer and monitor, if not already on.
2. Press the **Computer** button on the Touch Panel. At the prompt, select whether you’d like to view the image on the **Left**, **Right**, or **Both Displays**.

3. If you do not see the computer image (**you may have to wait for Projector to warm up ~1 min**): After waiting a minute, press **Computer** once more.
Operating Instructions for Electronic Classroom:
Cuneo Hall 109

For immediate assistance, please call *901 from a classroom phone.

To Log into 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 Display a Blu-ray/DVD:
1. On the Touch Panel, press the Blu-ray hard button.
2. Insert your disc, and press play via the Touch Panel.
3. If you do not see the image of the disc, you may need to reselect Blu-ray on the Touch Panel.

To Display from your Laptop:
1. Using the VGA with audio cables provided to you, connect your laptop.
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.

To Display AppleTV:
To access the Apple TV in this classroom, press the HDMI button on the touch panel.

Please Power Down the System Before You Leave the Room

System Shutdown:
Using the Touch Panel, press the System Off button, and then press Complete Shutdown. You can also use Shutdown to Audio Only to continue using the room speakers.
Starting a Video Conference:

1. Select **Video Conference** from the main menu of the Touch Panel.
2. Use the **General Controls** to navigate the menu, and dial the IP address you’re connecting to.

3. Use the **Camera Controls** to select which camera to use, and adjust the pan/tilt/zoom.

4. Use the **Share Content** page to send the Computer, Laptop, or Auxiliary video signal to the far end.