The Electronic Classroom (EC) consists of three basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack, which is located in the Podium on the right side, includes: Main Power, Auxiliary Plate, Crestron Touch Panel, and VHS/DVD deck.

Room 708 also has 2 ceiling mounted **35 MM Slide Projectors** and a **Document Camera** (see 3rd pg of documentation for instructions).

**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 select the source you wish to use with the hard buttons on the right hand side.

**Please note** – If the system is not powered down properly you may have to shutdown the system properly (Explained below; see **System Shutdown**)

**To Turn on the Data Projector:**

1. After selecting which source you want to use with the hard buttons, the Data Projector will turn on and the screen will lower automatically. It may take up to 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): After waiting a minute, 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.

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 hard 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 POWER hard button, and then press YES.

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To Setup for 35 MM Slide Projection:

1. Select **Slide Project** source as instructed by Room Instruction sheet, and select which Projectors you would like to use (Projector A, Projector B, or Both).
2. Press the **Load Slide Carousel** button to lower the Projectors to Load your Slides.
3. Press the **View Slides** button to raise the Projectors for projection.

*Note: It may take up to a minute to raise/lower the projectors.

To Project the 35 MM Slide Projector(s):

1. Press Forward or Reverse to advance or back-up the current slide.
2. To Manually adjust the Focus, press **Focus Out** or **Focus In**.

To Setup for the Document Camera:

1. Lift the **Shelf** to the right side of the Podium, and make sure it locks into place.
2. Locate the Document Camera inside the Podium and set it on the top of the Shelf. Unfold the two **Light Arms**, and then while pressing the locking switch (near the base of the Camera Arm), lift the **Camera Arm**.
3. Connect the **Power Cable** to the Aux power plug in the upper left hand corner of the equipment rack, and turn on the Document Camera, via the power switch at the base of the right Light Arm.
4. Connect the **VGA Cable** out of the Document Camera into the **LAPTOP Input** on the Equipment Rack.
5. Use the room’s **Operating Instruction** sheet, and follow the instructions on **To Use your Laptop Computer in the Classroom**.

To Use the Document Camera:

1. Place the Document you wish to project on the white base of the Document Camera.
2. Select the lighting you wish to use (Press the **LAMP** button to toggle between **UPPER**, **BASE**, or **OFF**).

*Note: The **Image Rotation** can rotate the image so that it will fit better on the screen, and the **Pause** button will freeze the image so you can prep the next image.

Please Shutdown / Store Equipment Before You Leave the Room.

To Store away the Document Camera

1. Fold the **Camera Arm** down first by pressing and holding the locking switch (near the base of the Camera Arm), then fold the **Right Light Arm**, and finally fold the **Left Light Arm** down.
2. Disconnect the **VGA** and **Power** cable from the Equipment Rack, and finally fold the **Camera Arm** inside the Podium.
3. Fold down the **Shelf**, by lifting the shelf slightly and pressing the two latches under the shelf, and slowly lower the whole shelf to its resting position.

Follow Room Operating Instruction for the Full **System Shutdown** Procedure.

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