Operating Instructions for Electronic Classrooms:
Arnold Fine Arts Annex 117

The Electronic Classroom consists of these basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; 3) **Touch Panel**; and 4) **Equipment Rack** includes: Auxiliary Power, Auxiliary Plate and Cables, Computer

### To Activate System:

Locate the **Touch Panel** and press the darkened screen; press the logo and then press **Source**.

*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 **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 Log into a Workstation:

1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard.
2. Type your Username and Password and hit enter.
To Display a DVD:

1. Follow the instructions from “To Display from the Computer Workstation”.
2. Load DVD into the computer.

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.

Please Power Down the System Before You Leave the Room

System Shutdown:

Using the Touch Panel, press the SYSTEM button, then press POWER SYSTEM OFF.