Operating Instructions for Electronic Classroom:
Flanner Hall 007

The Electronic Classroom (EC) consists of three basic units: 1) Ceiling Projector and Remote Control
2) Computer and Monitor; and 3) Equipment Rack (shown below). Equipment rack includes: Main Power, Auxiliary Panel, Mixer for Volume, and VHS/DVD deck.

To Turn On the Ceiling Projector:

1. Locate the remote control (attached to the worktable).
2. Point the remote at the ceiling projector and press softly, the ON button in the upper right hand corner, a few times. You will hear the projector fan go on, and see a blue light gradually glowing in the projector lens; this can take up to 1 minute.

To Turn On Equipment:

1. Make sure the Main Power switch is “ON,” which is in the upper right hand corner of the black box.
2. To adjust the volume, turn the knob for the appropriate device (Main PC, Laptop, DVD/VCR/Aux) on the Volume Mixer.

To Project an Image from the Computer Workstation:

1. Turn on the computer and monitor, if not already on, as you normally would.
2. Turn on the data projector (see “To Turn on the Data Projector” Instructions above).
3. If you do not see the computer image: on the remote control, press the INPUT 2 button.

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.

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 Use your Laptop Computer in the Classroom:

1. Turn on the ceiling projector (see “To Turn on the Data Projector” Instructions).
2. Connect the laptop’s VGA output and audio ports to the Computer inputs on the Auxiliary Panel. It is recommended to connect your Laptop before powering on the Laptop.
3. On the remote control, press the INPUT 1 button.
4. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button.

Input 1 button

Auxiliary Panel: LAPTOP Inputs

Projecting a VHS/DVD video:

1. Turn on ceiling projector (see “To Turn on the Data Projector” Instructions).
2. On the projector remote control, press the INPUT 3 button, you should see “Input 3” displayed in the upper right-right corner of the projection screen.
3. Insert your tape or disc, and press play.

Input 3 button

VHS/DVD Player

Please Power Down the Projector Before You Leave the Room

System Shutdown:

Point the remote at the ceiling projector and press the OFF button, in the upper right corner, TWICE. You should see the blue glow within the lens shutoff and the screen goes dark.

NOTE: The fan remains on even though the projector is off.

OFF button

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