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 Plate, Kramer Video Switcher, Extron Switcher, Mixer, and VHS player.

To Turn On the Ceiling Projector:

1. Locate the remote control (on the worktable).
2. Point the remote at the ceiling projector and press softly, the green ON/OFF 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.

To Turn On Equipment*:

1. Make sure the Main Power switch (on the right), as shown below, is “ON”.
2. To adjust the volume, turn the Volume Adjust knob on the Extron Switcher.

* The power buttons of all rack equipment should remain in the “ON” position.

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 ceiling projector (see “To Turn on the Ceiling Projector” Instructions above).
3. Press the Input 1 button on the projector remote.
4. Press the PC button on the Extron Switcher. If you do not see the computer image on the screen, press the INPUT 1 button quickly a few more times.

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 Ceiling Projector” Instructions).
2. Connect the laptop’s VGA output and audio ports to the LAPTOP inputs on the Aux Plate.
3. Toggle the Input button, until it reads “INPUT-A” in the upper-right hand corner of the screen.
4. On the Extron Switcher, press the LAPTOP button.
5. Power up your laptop.
6. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button.

Projecting a VHS/DVD Video:
1. Turn on ceiling projector (see “To Turn on the Ceiling Projector” Instructions).
2. On the Extron Switcher, press the VCR/DVD button.
3. Toggle the Input button on the projector remote, until it reads “VIDEO” in the upper-right hand corner of the screen.
4. Insert your video, and press play.

Please Power Down the Projector Before You Leave the Room

System Shutdown:
Point the remote at the ceiling projector and press the ON/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.

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