Operating Instructions for Electronic Classroom:
Flanner Hall 133 Auditorium

The Electronic Classroom (EC) consists of four units: 1) **Data Projector**, 2) **Computer and Monitor**, 3) **Equipment Rack** (shown below), and 4) **Document Camera**. Equipment rack includes: Main Power, Auxiliary Plate (Currently unavailable), and Blu-ray player.

**To Activate System:**

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 shut down the system properly (Explained below; see System Shutdown)*

**To Turn on the Data Projector:**

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.

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.**

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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 COMP 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 COMP one more time to see if this brings it up.

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 Bluray/DVD:

1. On the Touch Panel, press the Bluray 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 Bluray on the Touch Panel.

To Use your Laptop Computer in the Classroom:

1. Connect the laptop’s VGA output and audio ports to the Laptop Cable provided next to 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 Touch Panel.

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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