Operating Instructions for Electronic Classrooms: Life Sciences Building 212, 215, 217

The Electronic Classroom (EC) consists of four basic units: 1) Data Projector 2) Computer and Monitor; 3) Crestron AV Switcher, i.e. Touch Panel and 4) Equipment Rack (shown below). Equipment rack includes: Auxiliary Plate, and VHS/DVD.

To Activate System:

Locate the Touch Panel and press the darkened screen. It should light up and you will see Loyola University Chicago. Press the anywhere on the screen and now you will see a screen with your options. The system is now active.

![Touch Panel](image)

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:

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.

![Data Projector](image)

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): Press PC 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.

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 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 and try to fast forward or rewind.

![VHS/DVD](image)

To Use your Laptop Computer in the Classroom:

1. Connect the laptop’s VGA output and audio ports to the VGA cable beneath the monitor.
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.

Projecting the Document Camera:

1. Press the Doc Cam button on the Touch Panel.
2. Place the item you wish to project onto the Doc Cam and Adjust the Zoom/Focus as needed.
3. If you don’t see the image on the screen you may have to wait for Projector to warm up ~1 min.

Volume Adjust:

To adjust the volume for any device, press the speaker icon in the bottom right hand corner of the screen.

![Speaker icon](image)

Please Power Down the Projector Before You Leave the Room

System Shutdown:

1. Press the Utility button in the bottom left hand corner of the screen, followed by System Shutdown button.
2. Then on the new window that pops up press, “OK”. 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.

![System Shutdown](image)

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