The Electronic Classroom (EC) consists of three basic units: 1) **Data Projector** 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Crestron Touch Panel, Bluray deck, and Auxiliary Plate.

### Operating Instructions for Electronic Classroom:

To Activate System:

1. Locate the **Touch Panel** and press the darkened screen. It should light up and you will see **Loyola University Chicago Welcome Screen**.

**For Video and Audio Sources**

2. Select the Video source you wish to use with the hard buttons on the right hand side. This will turn on the Data Projector and lower the screen. It may take up to a minute for the projector to fully warm up.

**For Audio Only Sources**

2. Select the **MISC** hard button on the right hand side, and then select the audio source you wish to use from the popup. *(Please note - There are no touch panel controls for audio only devices. If you wish advanced training please contact the helpdesk@luc.edu at x8-4ITS)*.

*Please note* – If the system is not powered down properly, please follow the System Shutdown procedures and Restart. *(Explained below; see System Shutdown)*

### 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.

### Adjusting Volume:

1. To adjust the volume **Volume UP/DOWN** hard buttons on the left side.

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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 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 Video:

1. On the Touch Panel, press BLURAY/DVD hard button on the right side of the Touch Panel
2. Insert your Disc, and press play via the Touch Panel.
3. If you do not see the Bluray or DVD, you may need to reselect BLURAY button

*Please note – Some Disc menu’s require the arrow keys and the Enter button to play a video. Use the Next/Back button to navigate between the Bluray/DVD control pages.

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 Source Select page.

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.