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: Main Power, Crestron Touch Panel, and AV Switcher with Volume.

To Activate System:

1. Make sure the “Main Power” switch is “ON”, which is in the upper right hand corner of the Black Box.

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

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.

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.

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:

This workstation has been upgraded to Windows 7 and Office 2010 as part of Loyola’s Microsoft Migration Project. Upgrades to all campus lab computers are scheduled for the 2011 summer break. Faculty and staff computers will be upgraded during the fall 2011 semester. Information about the upgrade project is available online at www.luc.edu/windows7. Questions or comments can be directed via email to windows7@luc.edu.

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 DVD

1. Use the PC disc drive to display a DVD.
2. Follow the same instructions how to Project an Image from the Computer Workstation.

Volume Adjust:

To adjust the volume for any device, press UP/DOWN buttons under Volume, on the right side of the Touch Panel.

To Use your Laptop Computer in the Classroom:

To display a laptop, unplug the VGA cable that’s connected into the wall plate and connect your device into that same location.

Please note: There are no VGA cables installed in this room.

Please Power Down the Projector Before You Leave the Room

System Shutdown:

Using the Touch Panel, press the SYSTEM button, then press POWER SYSTEM OFF.