Operating Instructions for Electronic Classroom: Mundelein Center 409

The Electronic Classroom (EC) consists of five basic units: 1) **Data Projector**; 2) **Podium** includes Auxiliary Cables, and VHS/DVD deck; 3) **Computer** and **Monitor**; 4) **Crestron Touch Panel** (shown below); and 5) **Equipment Rack** includes: Main Power, Mixers, and Advanced Patching.

**To Activate System:**

1. Locate the **Touch Panel**, and select the source you wish to use with the touch panel source buttons on the right hand side.

*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 touch panel source buttons, the Data Projector will turn on and the screen will lower automatically if the source has video (i.e. DVD, Computer). 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 **Computer** 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 **Computer** 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:

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 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.

To Use your Laptop Computer at the Podium in the Classroom:

1. Connect the laptop’s VGA output and audio ports to the Laptop Cable provided in the podium monitor well.
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.

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.