Operating Instructions for Electronic Classroom:
Mundelein Center 508

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

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 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 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.

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 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.

To Use the Room Video Capture System:

The Room Video Capture System consists of three main units: 1) Camera; 2) Ceiling Microphone and Wireless Lapel Microphone; and 3) Recorder via the Computer.

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.
For instructions on how to operate the Equipment Rack and other room equipment please locate the room’s Operating Instruction at the Workstation.

**To Setup for Capture Recording:**

1. Log into the classroom computer and click on the Room Capture shortcut on the desktop.
2. Login using your Loyola ID and password.
3. Select the type of Capture you wish to perform:
   a. Video: Single Source Capture
   b. Dual: Two Source Capture, Computer and Camera
      i. The smaller window is the secondary source, typically the Room Camera.
      ii. The larger window is the primary source, typically the Instructor’s Computer.

**1. Using the Room Camera**
   a. Review the Room position in Podcast Capture window
   b. Adjust the camera’s recording angle, using the Camera Remote (located in the Rack’s drawer)
      i. Arrow Up, Down, Left, Right, Zoom In, Zoom Out

**1. Using Wireless Lapel Microphone** (captured only if Mund.508.b if using Room Camera)
   a. If using the Lapel Microphone, remove it from the drawer in the Black Equipment Rack. Attach and secure Lapel Microphone to presenter.

**To Start Capture Recording:**

1. Press the Red Camera button below your source selection in the Podcast Capture window.
2. After a brief countdown, the capture will begin. You may Minimize the capture window, so you can use/present other applications while the capture records in the background.
3. You may pause the capturing by pressing the Pause Capture button and Publish.

**To Finish Capture Recording:**

1. Press the Pause Capture button and press Publish button.
2. Fill out your Podcast Information with your course and date: (example below)
   a. Episode : COMP263-001_2011-02-05
3. The files have now been sent for processing and will be available via the Podcast Library shortly.

**Note: Please put all items back in the drawer Before Leaving the Room**
Set the wireless Lapel on its charging base and replace the camera remote in the drawer.

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.**