Operating Instructions for Electronic Multipurpose Room:
Sullivan Center Galvin Auditorium

The Electronic Classroom (EC) consists of four basic units: 1) Data Projector 2) Computer 3) Crestron AV Switcher i.e. Touch Panel; and 4) Equipment Rack which has the VHS/DVD.

To Activate System:

1. Make sure the “Main Power” switch is “ON”, which is in the upper right hand corner of the Black Box.
   
   ![Main Power](image1)

2. Locate the Touch Panel and press the darkened screen. It should light up and you will see the Source Select Page. The system is now active.
   
   ![Source Select](image2)

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 on the Touch Panel, the screen will come lower and the Data Projector will turn on 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.
   
   ![PC](image3)

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:
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 Bar.
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 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 inputs on the Auxiliary Plate to the right of the Touch Panel on the Podium.

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 bar.

Projecting the Document Camera:
1. Open Doc Cam drawer, which is located on the right hand side of the podium.
2. Press the Doc Camera button on the Touch Panel.
3. Place the item you wish to project onto the Doc Cam and Adjust the Zoom/Focus as needed.
4. Press the PROJ button on the Touch Panel, in the bottom right hand corner of the panel. You may have to wait for Projector to warm up ~1 min. before you see the image on the screen.

Please Power Down the Projector Before You Leave the Room

System Shutdown:
Using the Touch Panel, press the System Power button, then press Yes.

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