Operating Instructions for Electronic Classroom: Sullivan Center 202, 203

The Electronic Classroom (EC) consists of these basic units: 1) Data Projector; 2) Computer and Monitor; 3) Touch Panel; and 4) Equipment Rack includes: Auxiliary Power, Auxiliary Plate and Cables, Blu-ray/DVD Player, Computer

To Activate System:

Locate the Touch Panel and press the darkened screen. Press the logo and then select the source you wish to use from the scrollable side bar.

Please note – If the system is not powered down properly you may have to shut down the system first. (Explained below; see System Shutdown)

To Display from the Computer Workstation:

1. Turn on the computer and monitor, if not already on.
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): Press COMP once more.

For immediate assistance, please call ext. 8-4ITS
Hours of Operation: M-F 7:30am-10pm • Sat 7:30am-5pm • Sun Closed
**Please note that support hours are subject to change without formal posting.

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To Log in 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 arrow button.

To Display a DVD / Blu-ray Video:
2. Insert your disc, and use the touch panel controls to play the video.

To Display from your Laptop:
1. Using the VGA with audio or HDMI cables provided to you, connect your laptop.
   - ![VGA with Audio Cable](image.png)
   - ![HDMI Cable](image.png)
2. On the Touch Panel, press the Laptop source 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 System Before You Leave the Room

System Shutdown:
Using the Touch Panel, press the System Off button, and then press Shutdown.

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