Operating Instructions for Electronic Classroom:
Sullivan Center Galvin Auditorium

The Electronic Classroom (EC) consists of these basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; 3) **Touch Panel**; and 4) **Podium** and **Equipment Rack** includes: Auxiliary Power and Cables, Computer

To Activate System:

Locate the **Touch Panel** and press the darkened screen; press the logo and then select a source from the buttons on the right side.

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 Project an Image from the Computer Workstation:

1. Turn on the computer and monitor, if not already on.
2. Press the **PC** button on the Touch Panel.

   ![Source Select](image)

3. If you do not see the computer image (you may have to wait for Projector to warm up ~1 min): Press **PC** once more.

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.**

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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 hit enter.

To Display a DVD:

1. Follow the instructions from “To Display from the Computer Workstation”
2. Load DVD into the computer
3. Play via Windows Media Player

To Display from your Laptop:

1. Using the VGA with audio cables provided to you, connect your laptop.
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.

To Display from 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.

Please Power Down the System Before You Leave the Room

System Shutdown:

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