Operating Instructions for Electronic Classrooms: Corboy Law Center Annex 322

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

**To Activate System:**

1. Locate the **Touch Panel** and press the darkened screen. It should light up and you will see **Loyola University Chicago**.

**For Video and Audio Sources**

2. Select the Video source you wish to use with the hard buttons on the right hand side.

**For Audio Only Sources**

3. Select the **Blank** hard button on the right hand side, and then select the audio source you wish to use from the popup. **(Please note - There are no touch panel controls for audio only devices if you wish advanced training please contact the helpdesk@luc.edu at x8-4ITS).**

**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 the video 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 a 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.

   ![COMP Button](Image)

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 7:30am-10pm  Sat 8am-5pm  Sun Closed  
**Please note that support hours are subject to change without formal posting.**
Adjusting Volume:
To adjust the volume Volume UP/DOWN hard buttons on the left side.

To Project a DVD or VHS Video:
1. On the Touch Panel, press DVD or VCR hard button on the right side of the Touch Panel
2. Insert your Tape or Disc, and press play via the Touch Panel.
3. If you do not see the DVD or VHS playing, you may need to reselect DVD or VCR buttons

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 of 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.

For immediate assistance, please call x8-4ITS
Hours of Operation: M-F 7.30am-10pm Sat 8am-5pm Sun Closed
**Please note that support hours are subject to change without formal posting.**
Using the Lecture Capture System:

This room is equipped with a lecture capture package consisting of four (4) ceiling microphones, one (1) lapel microphone, and an HD camera.

1. Press the blank hard button, then select Camera to view the camera controls.

2. Select Near, Mid, or Wide for preset camera positions. Select 4, 5, or 6 for a personalized preset. To save a preset, select Camera Control.

3. This screen allows you to move the camera in any direction with the buttons. Use the to zoom in or out. To exit out of this screen, press the Back soft button.

For immediate assistance, please call x8-4ITS
Hours of Operation: M-F 7.30am-10pm  Sat 8am-5pm  Sun Closed
**Please note that support hours are subject to change without formal posting.