Operating Instructions for Electronic Classrooms: Corboy Law Center Annex 521, 522, 523, 525, 526

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**
   2. 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 shut down 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.
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.
Adjusting Volume:
To adjust the volume, use **Volume UP/DOWN** hard buttons on the left side.

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** 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**.