The Electronic Classroom (EC) consists of these basic units: 1) **Data Projector**; 2) **Computer** and Monitor; 3) **Touch Panel**; 4) **Equipment Rack** includes: Auxiliary Power, Auxiliary Plate, Computer; and 5) **Lecture Capture** includes Camera, Microphone

**To Activate System:**

1. Make sure the “**Main Power**” switch is “**ON**”, which is in the upper right hand corner of the Black Box.

2. Locate the **Touch Panel**, and select the source you wish to use with the hard buttons on the right hand side.

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*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 with the hard buttons, 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.
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 **PC** one more time to see if this brings it up.

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*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.**
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 Page.
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 press Source Select at the top of the Touch Panel and 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 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.
To Use the Room Video Capture System:

The Room Video Capture System consists of three main units: 1) Camera; 2) Ceiling Microphone and Wireless Lapel Microphone; and 3) Recorder via the Computer/Panopto.

For instructions on how to operate the Equipment Rack and other room equipment please locate the room’s Operating Instruction at the Workstation.

To Setup for Room Recording:

1. Select PC source as instructed by Room Instruction sheet. It may take up to minute for the system to warm up.
2. Select the Camera button on screen.
3. Adjust the camera’s recording angle, using the Touch Screen controls: Arrow Up, Down, Left, Right, Zoom In, Zoom Out, Focus In, and Focus Out.
4. If Wireless Lapel Microphone is required, remove it from the drawer in the Black Equipment Rack, and check the battery level. Replace as needed. Attach and secure Lapel Microphone to presenter.

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port, please contact the Help Desk at x8-4ITS.