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. 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 press the darkened screen. It should light up and you will see **Loyola University Chicago**. Press anywhere on the screen and press **Source**. Now you will see a screen with your options. The system is now active.

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

### To Project an Image from the Computer Workstation:

1. Turn on the computer and monitor, if not already on, as you normally would.
2. After pressing **Source**, 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): Press **PC** one more time to see if this brings it up.

### 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.

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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 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 CABLE**” coming out of the top, right hand side of the Podium.

2. On the **Touch Panel**, press the **Laptop** button.
3. Turn on the power to your laptop. There is a convenience plug located near the top of the rack.
4. 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 **SYSTEM** button, then press **POWER SYSTEM OFF**.