Operating Instructions for Electronic Classroom: Lewis Towers 1202

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 shut down the system properly (Explained below; see System Shutdown)

To Turn on the Data Projector:

After selecting which device you want to use on the Touch Panel, the Data Projector will turn on automatically. (If the device uses the data projector.) 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): Press PC 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.

Instructional Technology & Research Support (ITRS) • Revised 2/6/2015
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.

![LAPTOP Inputs](image)

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 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.

![System](image)
Operating Instructions for Lifesize Video Conference System

To Activate System:

1. Press the Crestron touch panel
2. Press the Source button

3. Press the Video Conference button. The projector will power up and the screen will lower.

4. If you will be using the room PC, press the Rack PC button.
5. If you will be using your laptop, connect it with the attached VGA cable and power it up. Press the Laptop button.

To Call a Site with the Table Phone Pod:

1. Enter the IP Address and press the Video button

2. If you wish to add additional sites, press the Add button and enter the IP address. Then press the Video button again.

To Call a Site from Your Directory:

1. On the LifeSize remote control, press the black OK button, then press the yellow button.
2. Arrow up and down to select the site.
3. Press the OK button again to call.

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.**

Instructional Technology & Research Support (ITRS) • Revised 2/6/2015
To Display Your PC Presentation:
1. Press the green button on the LifeSize remote control. Press it again to switch back.

To Increase/Decrease Volume:
1. Press the speaker up/down control.
2. You may also need to adjust the Crestron volume control.

To Mute Your Microphone:
1. You will see red lights on the rim of your phone pod.
2. Press the button again to activate your microphone.
   The lights will turn blue.

To Zoom In and Out/Change Camera Angle:
1. Press the zoom in and out button. You may now also change the camera angle with the up/down and left/right arrows.

To Disconnect the Call:
1. Press the “hang up” button on the remote control, or
2. Press the OK button to display the “Call Manager” screen.
3. Arrow left to “Hang Up All” and press the OK button again.

Please Power Down the System Before You Leave the Room

System Shutdown:
Using the Touch Panel, press the SYSTEM button, then press POWER SYSTEM OFF.

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.
Instructional Technology & Research Support (ITRS) • Revised 2/6/2015