Operating Instructions for Electronic Classroom:
Lewis Towers 1202

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

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 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 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.

To Display a DVD:

1. Follow the instructions from “To Display from the Computer Workstation”
2. Load DVD into the computer
3. Open Windows Media Player
4. Select DVD

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 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.
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.
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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.

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