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, Extron AV Switcher with Volume, and VHS/DVD deck.

### To Turn On the Data Projector:

Make sure the projector is “ON” by using the remote control on the table. The “ON” button can be located in the upper right hand corner of the remote control. It may take up to minute for the projector to fully warm up.

### To Turn On Equipment*:

The **Equipment Rack** is located underneath the table.

1. Make sure the Main Power switch (on the right), as shown below, is “ON”.
2. To adjust the volume, turn the Volume Adjust knob on the Extron Switcher on the right side.

* The power buttons of all rack equipment should remain in the “ON” position.

**If you are using the VHS/DVD combo player, and it does not respond, check to see if the power was shut off manually on the left side of the player.

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

1. Turn on the computer and monitor, if not already on, as you normally would.
2. Turn on the data projector (see “To Turn on the Data Projector” instructions above).
3. Press the **PC** button on the Extron switcher.

### 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.

**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 Use your Laptop Computer in the Classroom:

1. Turn on the data projector (see “To Turn on the Data Projector” instructions).
2. Connect the laptop’s VGA output and audio ports to the VGA cable (shown below).
4. Turn on the power to your laptop. There is a convenience plug located near the top of the rack.
5. If you don’t see the laptop’s image on the screen, toggle the Laptop’s Function LCD/CRT (Display) button.

Projecting a VHS or DVD:

1. Turn on data projector (see “To Turn on the Data Projector” instructions).
2. On the Extron Switcher, press the DVD or the VHS button.
3. Insert your tape or DVD, and press play.

Please Power Down the Projector Before You Leave the Room

System Shutdown:

Using the Remote Control, press the ON-OFF button twice. This will trigger the shut down cycle on the projector.

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