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 Turn On the Ceiling Projector:**

1. Locate the **remote control**, or use the buttons on the back of the projector.
2. Point the remote at the ceiling projector and press the red **Power** button on the upper left corner of the remote. The projector may take a minute to warm up.
3. Use the wall switch located to the left of the projection screen to lower the screen.

**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 ceiling projector (see “To Turn on the Ceiling Projector” instructions above).
3. If you do not see the computer image: on the remote control, press the **BNC** button.
4. To adjust volume, use the **volume control** knob on the equipment rack.
To Use your Laptop Computer:

1. Turn on the ceiling projector (see “To Turn on the Ceiling Projector” Instructions).
2. Connect the laptop’s VGA output and audio ports to the VGA cable located at the conference table, or use the HDMI cable to connect.
3. On the remote control, press the DVI-D/HDMI button.
4. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (display) button.
5. Adjust volume using the volume control knob on the equipment rack.

Please Power Down the Projector Before You Leave the Room

System Shutdown:

Point the remote at the ceiling projector and press the red Power button, in the upper left corner, TWICE. The screen will go black and the fan should shut off after a few moments.