Operating Instructions for Electronic Conference Room: Lewis Towers 711

The Electronic Conference Room (EC) consists of three basic units: 1) 2 LCD Monitor 2) Equipment Rack (located in the far right cabinet of the entrance side); and 3) 4 Table Box/Touch Panel. The west table box has power, network, HDMI, and Laptop VGA/Audio connections.

To Activate System:

1. Locate the Touch Panel controller, connected through the West Table Box (Entrance Side).

2. Select the source you wish to use with the hard buttons on the right hand side.

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 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 COMP 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): After waiting a minute, press COMP one more time to see if this brings it up.

To Login to a Workstation:

This workstation has been upgraded to Windows 7 and Office 2010 as part of Loyola’s Microsoft Migration Project. Upgrades to all campus lab computers are scheduled for the 2011 summer break. Faculty and staff computers will be upgraded during the fall 2011 semester. Information about the upgrade project is available online at www.luc.edu/windows7. Questions or comments can be directed via email to windows7@luc.edu.

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.

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To Use Your Laptop Computer:

1. Connect the laptop’s VGA output and audio port to the Laptop and Audio inputs on the Aux Plate using a VGA cable. (see additional notes on back).

2. On the Touch Panel, press the Laptop hard 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 hard button and press the location on the diagram your laptop is plugged into.

To Project a BLURAY or DVD Video:

2. Insert your Disc, and press play via the Touch Panel.
3. If you do not see BLURAY or DVD you may need to press Home at the top of the Touch Panel and re-select BLURAY/DVD.

*Note: The BLURAY/DVD is located in the right most cabinet of the Credenza.

Using the Audio Only System:

1. Optional Step: If using a video source, select your video source as described above prior to continuing.
2. Prepare your audio source (insert CD, connect iPod/MP3 player).
4. Select which Audio source you wish to listen to. *Note: this will over-ride any previous audio selection.
5. If you do not hear your new audio source, please check your connections/media, and re-select Audio Only – your Audio Source.

Please Power Down the Projector Before You Leave the Room

System Complete Shutdown:

Using the Touch Panel, press the POWER hard button, and then press YES, Complete Shutdown. This will power off the monitors and the speakers.

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