Operating Instructions for Electronic Conference Room: Lewis Towers 853

The Electronic Classroom (EC) consists of three basic units: 1) Ceiling Projector and Remote Control; 2) Computer and Monitor; and 3) Equipment Rack (shown below). Equipment rack includes: Computer, Mixer, and DVD/VHS player.

To Turn On the Ceiling Projector:

1. Locate the remote control (often next to the computer).
2. Point the remote at the ceiling projector and press softly, the red Power button in the upper right hand corner, a few times. You will hear a single beep and the projector fan will turn on. The projector may take up to a minute to warm up.

To Turn On Equipment*:

The Equipment Rack (or Black Box) is located on the wall near the front of the room.
To adjust the volume, turn the knob for the appropriate device (DVD/VHS, PC) on the Volume Mixer. If there is no audio, check to make sure the Amplifier (the top device) is switched on and the two volume knobs are turned up about 1/3 of the way.

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

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. If you do not see the computer image: on the remote control, press the Computer button (#4).

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 Use your Laptop Computer in the Classroom:

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, coiled next to the Black Box.
3. On the remote control, press the Computer button (#4).
4. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button.

Projected a DVD/VHS disc/tape:

1. Turn on ceiling projector (see “To Turn on the Ceiling Projector” Instructions).
2. On the projector remote control, press the Video button (#2).
3. Insert your disc/tape, and press play.

To Project a Video Conference

1. On the Projector Remote, press the Video button, 2nd from the bottom row, 2nd from the left.
2. Locate the VHS/DVD and press the power ON, which is located on the left of the face plate.
3. Select Line 1 on the VHS/DVD combo unit, using the Channel UP/DOWN buttons on the front of the unit.
4. Next locate the Polycomm remote and lift it off the table while point it at the Video Conferencing System, just below the screen. The screen should become active, and you should be at a basic calling screen.
5. Using the arrows buttons and the center button as enter, select Address Book and hit enter.
6. Select the remote location you wish to dial and hit the green Call button at the top of the remote. Your call should be connected shortly.
   a. The Lakeshore HR conference room is listed under Loyola LSC GC278 HR.

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 right corner, TWICE. The screen will go black and the fan should shut off after a few moments (accompanied by two beeps).

For immediate assistance, please call ext. 8-ITS
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