Operating Instructions for Electronic Multi-Purpose Room: Lewis Towers Beane Hall

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, Crestron Touch Panel, AV Switcher with Volume, and VHS/DVD deck.

To Activate System:

- Locate the Touch Panel and press the darkened screen. It should light up and you will see Loyola University Chicago.

For Microphone Use

2. Press the Loyola Logo Screen, you will see System is Starting Up along the bottom; after which the microphone system will be activated and ready for your use.
3. The Podium Microphone mute can be toggled by pressing the Mic Mute button on the left hand side.

For Video and Audio Sources

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

For Audio Only Sources

2. Select the Misc. button on the right hand side, and press Advanced Controls then select the audio source you wish to use from the popup. (Please note - There are no touch panel controls for audio only devices if you wish advanced training please contact the helpdesk@luc.edu at x8-4ITS).

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.

Adjusting Volume:

1. To adjust the room program volume press Program UP/DOWN buttons on the left side.

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 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 Project a DVD or VHS Video:

Please note – The DVD/VHS players are located in the equipment rack closet, please contact the helpdesk@luc.edu at x8-4ITS to setup access to the equipment rack.

1. On the Touch Panel, press DVD or VCR button on the right side of the Touch Panel
2. Insert your Tape or Disc, and press play via the Touch Panel.
3. If you do not see the DVD or VHS playing, you may need to reselect DVD or VCR buttons

To Use your Laptop Computer in the Classroom:

1. Connect the laptop’s VGA output and audio ports to the Podium Laptop Cables, which can be found on the podium workspace.

| Podium Laptop Cables
| Touch Panel

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 source button

Please Power Down the Projector Before You Leave the Room

System Shutdown:

- Using the Touch Panel, press the POWER button, and then press YES.
- To continue to use the system with Microphones or an audio source only select Audio Only Mode

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