Operating Instructions for Electronic Classrooms:
LUMA Simpson Lecture Hall

The Electronic Classroom (EC) consists of three basic units: 1) Data Projector 2) Computer and Monitor; and 3) Equipment Rack (shown below in the lectern). Equipment rack includes: Main Power, Auxiliary Plate, Crestron Touch Panel, AV Switcher with Volume, and VHS/DVD deck.

To Activate System:

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

For Microphones

2. The lectern and wireless microphones can be used at any time.
   • The lectern mic can be muted and unmuted by pressing the Mute Lecture Mic button which is accessible on most touch screen pages.
   • The volume for the lectern mic and the wireless microphones can be accessed by pressing the Blank hard button and selecting Audio Utilities button.

For Video and Audio Sources

2. Select the Video source you wish to use with the hard buttons on the right hand side.
   • To adjust the volume use the Volume UP and DOWN hard buttons on the left side.

For Audio Only Sources

2. Select the Blank hard button on the right hand side, and then select the audio source you wish to use from the popup. (Please note - There are no touch panel controls for audio only devices).

Please note – If the system is not powered down properly you may have to shutdown the system properly (Explained below; see System Shutdown)

To Reset the Audio System:
The audio system has default values programmed so that within a few button presses the audio system can be restored.

1. Select the Audio Reset button from most touch screen pages or from the Blank hard button menu.
2. Confirm that you wish to reset the microphones to default levels by pressing Yes, continue.

For assistance, please call 312.915.7600

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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 PC button on the Touch Panel
   ![Projector Image](PC.png)
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 PC 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.

To Project a DVD or VHS Video:
1. On the Touch Panel, press DVD or VCR hard 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 laptop cable which is stored in the lectern’s cable well.
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 from the hard buttons page.

Please Power Down the Projector Before You Leave the Room

System Shutdown:
Using the Touch Panel, press the POWER hard button, and then press YES.

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