Operating Instructions for Electronic Classroom: Maguire Hall 110

The Electronic Classroom (EC) consists of these basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; 3) **Touch Panel**; 4) **Equipment Rack** includes: Auxiliary Power, Auxiliary Plate, Computer; and 5) **Lecture Capture** includes Camera, Microphone

To Activate System:

Locate the **Touch Panel**; press the darkened screen; then press the logo and select a **Source**.

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 Display from the Computer Workstation:

1. Turn on the computer and monitor, if not already on.
2. Press the **PC** 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): Press **PC** once more.

To Log in to a Workstation:

1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard.
2. Type your Username and Password and hit enter.

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 Display a DVD:

1. Follow the instructions from “To Display from the Computer Workstation”
2. Load DVD into the computer
3. Play via Windows Media Player

To Display from your Laptop:

1. Using the VGA Aux Plate Computer Input, connect your laptop.

To Adjust Volume:

1. To adjust the volume for any device, press the speaker icon in the bottom right hand corner of the screen and use the on screen volume control.

Please Power Down the System Before You Leave the Room

System Shutdown:

Using the Touch Panel, press the **Utility** button, then press **System Shutdown**, and finally press **OK**

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To Use the Room Video Capture System:
The Room Video Capture System consists of three main units: 1) **Camera**; 2) **Ceiling Microphone** and **Wireless Lapel Microphone**; and 3) **Recorder** via the **Computer/Panopto**

For instructions on how to operate the Equipment Rack and other room equipment please locate the room’s **Operating Instruction** at the Workstation.

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**To Setup for Room Recording:**

1. Select **PC** source as instructed by Room Instruction sheet. It may take up to minute for the system to warm up.
2. Select the **Camera** button on screen
3. Adjust the camera’s recording angle, using the **Touch Screen** controls: **Arrow Up, Down, Left, Right, Zoom In, Zoom Out, Focus In,** and **Focus Out**.
4. If **Wireless Lapel Microphone** is required, remove it from the drawer in the **Black Equipment Rack**, and check the battery level. Replace as needed. Attach and secure **Lapel Microphone** to presenter.