The Electronic Classroom (EC) consists of three basic units: 1) Data Projector 2) Computer and Monitor 3) Document Camera and 4) Equipment Rack (shown below). Equipment rack includes: Main Power, Auxiliary Plate, Crestron Touch Panel, AV Switcher with Volume, and Blu-ray player. The Video Capture (VC) adds a 1) Camera 2) Microphone; and 3) Digital recorder.

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 Video and Audio Sources

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

For Audio Only Sources

3. Select the Aud Only 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 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 Turn on the Data Projector:

After selecting the video source you want to use with the hard buttons, the Data Projectors will turn on and the screen will lower automatically. It may take up to a minute for the projectors to fully warm up.

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 Projectors to warm up ~1 min): After waiting a minute, press COMP one more time to see if this brings it up.
Adjusting Volume:
To adjust the volume, use the Volume UP/DOWN hard buttons on the left side.

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

To Use your Laptop Computer in the Classroom:
1. Connect the laptop’s VGA output and audio ports to the LAPTOP inputs on the Auxiliary Plate of the Equipment Rack.
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 on the keyboard and re-select Laptop.

Projecting the Document Camera:
1. Open Doc Cam drawer, which is located on the right hand side of the podium.
2. Press the POWER hard button on the right hand side.
3. It then presents you with the option if you would like to power down the system; select “No”.
4. Press the Doc Camera button on the Touch Screen.
5. Place the item you wish to project onto the Doc Cam and Adjust the Zoom/Focus as needed.

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.

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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