Technology@Loyola Operating Instructions for Electronic Classroom: Maguire Hall 150

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, Bluray; 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 video **Source** or press the **Audio Only** button for audio only options.

*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** 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.

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To Display a Bluray/DVD:
2. Insert DVD/Bluray into the player and use the touch panel controls to play the video.

To Display from your Laptop:
1. Using the VGA with audio cables provided to you, connect your laptop.
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 from the Source Select page.

Please Power Down the System Before You Leave the Room

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

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.

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