The Electronic Classroom (EC) consists of four basic units: 1) **Data Projector** 2) **Computer and Monitor** 3) Crestron AV Switcher, i.e. **Touch Panel**; and 4) **Equipment Rack** (shown below). Equipment rack includes: Auxiliary Plate, and VHS/DVD.

**To Activate System:**

1. Make sure the **Main Power** switch is **ON**, which is in the upper right hand corner of the Black Box.
2. Locate the **Touch Panel** and press the darkened screen. It should light up and you will see **Loyola University Chicago**. Press anywhere on the screen and now you will see a screen with your options. The system is now active.

*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 which device you want to use on the Touch Panel, the Data Projector will turn on automatically. (If the device uses the data projector.) It may take up to minute for the projector 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 **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** one more time to see if this brings it up.

**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.

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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 Use your Laptop Computer in the Classroom:

1. Connect the laptop’s VGA output and audio ports to the “COMPUTER” inputs on the Aux Plate**.
2. On the Touch Panel, press the Laptop button.
3. Turn on the power to your laptop. There is a convenience plug located near the top of the rack.
4. 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.

** Aux Plate is located at the top of the rack for Floor Racks and at the bottom for Wall Racks

To Project a DVD or VHS Video:

1. On the Touch Panel, press DVD or VCR from the Source Select Page.
2. Insert your Tape or Disc, and press play via the Touch Panel.
3. If you do not see DVD or VCR you may need to press Source Select at the top of the Touch Panel and re-select DVD or VCR and try to fast forward or rewind.

Volume Adjust:

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

Please Power Down the Projector Before You Leave the Room

System Shutdown:

1. Press the Utility button in the bottom left hand corner of the screen, followed by System Shutdown button.
2. Then on the new window that pops up press, “OK”. You should see the blue glow within the lens shutoff and the screen goes dark. NOTE: The fan remains on even though the projector is off.

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