Operating Instructions for Electronic Classroom: Maguire Hall 401, 403

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

To Activate System:

![Image of computer and equipment rack]

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

![Image of source select]

**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.

![Image of PC button]

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.

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 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.

To Adjust Volume:
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