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

### To Activate System:

Locate the **Touch Panel**, and select the source you wish to use with the hard buttons on the right hand side.

*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 **Computer** 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 **Computer** 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 hit Enter.

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For immediate assistance, please call ext. 8-4ITS  
Hours of Operation: M-F 7am-9pm • Sat 8am-3pm • Sun Closed  
**Please note that support hours are subject to change without formal posting.**
To Project a Bluray/DVD:
1. On the **Touch Panel**, press the **Bluray** hard button.
2. Insert your disc, and press play via the Touch Panel.
3. If you do not see the image of the disc, you may need to reselect **Bluray** on the **Touch Panel**.

To Display From Your Laptop:
1. Using the VGA or HDMI cables provided to you, connect your laptop.
2. On the **Touch Panel**, press the **Laptop** button.
3. Select which cable you are using, **VGA** or **HDMI**.
4. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button and reselect **VGA** or **HDMI** from the **Touch Panel**.

**Please Power Down the Projector Before You Leave the Room**

**System Shutdown:**
Using the Touch Panel, press the **System Off** button, and then press **Complete Shutdown**.

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Using the Capture/Conferencing System

1. Using the Soft Source Buttons on the left hand side, select “Video Conference”.

2. Press the **Computer** 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 **Computer** one more time to see if this brings it up.

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.