Operating Instructions for Electronic Classrooms:
Communication Building 003

The Electronic Classroom (EC) consists of three basic units: 1) **Data Projector** 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Plate, Crestron Touch Panel, and VHS/DVD deck.

**To Activate System:**

1. Make sure the “**Main Power**” switch is “**ON**”, which is in the upper right hand corner of the Black Box.

![Main Power and Touch Panel]

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

![Touch Panel and Source Hard Buttons]

*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 source you want to use with the hard buttons, the Data Projector will turn on and the screen will lower automatically. It may take up to a minute for the projector to fully warm up.

**To Project an Image from the Computer Workstation:**

1. Turn on the MAC, if not already on, as you normally would.
2. Press the **PC** button on the Touch Panel.

![PC Button on 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 **PC** one more time to see if this brings it up.

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 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.

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 and re-select Laptop from the Source Select page.

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.