The Electronic Classroom (EC) consists of these basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; 3) **Touch Panel**; 4) **Video Conferencing System**; 5) **AppleTV**; and 6) **Equipment Rack** includes: Auxiliary Power, Auxiliary Plate, Computer, Blu-ray/DVD Player

**To Activate System:**

Locate the **Touch Panel** and press the darkened screen; select the source you wish to use with the source 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. At the prompt, select whether you’d like to view the image on the **Left**, **Right**, or **Both Displays**.
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** once more.
To Log into a Workstation:
1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard.
2. Type your Username and Password and press the Enter key on your keyboard.

To Display a Blu-ray/DVD:
1. On the Touch Panel, press the Blu-ray/DVD 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 Blu-ray/DVD on the Touch Panel.

To Display from your Laptop:
1. Using the VGA with audio or HDMI cables provided to you, connect your laptop.
2. On the Touch Panel, press the Laptop (VGA) or Aux HDMI 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 or Aux HDMI from the Source Select page.

To Display AppleTV:
To access the Apple TV in this classroom, press the HDMI button on the touch panel.

Please Power Down the System Before You Leave the Room

System Shutdown:
Using the Touch Panel, press the System Off button, and then press Complete Shutdown. You can also use Shutdown to Audio Only to continue using the room speakers.

For immediate assistance, please call *901 from a classroom phone.
Starting a Video Conference:

1. Log in to the computer workstation, and open the web conferencing application you plan to use, e.g. Zoom, Skype or Skype for Business.
2. The built-in room camera and microphone system will automatically connect to any conferencing application you use.
3. On the touch panel, select **Camera Controls** to switch between the front and rear cameras, and adjust the pan/tilt/zoom.