The Electronic Classroom 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:**

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

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

*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)*: Press PC once more.
4. Please note, if you have a laptop connected to the provided VGA cable, you’ll need to disconnect it to view the desktop computer.
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 press Enter on the keyboard.

To Display a DVD:

1. Follow the instructions from “To Display from the Computer Workstation”
2. Load DVD into the computer
3. Open “This PC” on your desktop
4. Then double click the DVD icon under “Devices and drives”

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 Computer 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. The desktop computer will display if there is no laptop connection detected.

Please Power Down the System Before You Leave the Room

System Shutdown:

Using the Touch Panel, press the POWER icon, and then press Yes, Off.