Operating Instructions for Electronic Classroom: Flex Lab 117, 119, 121

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

**To Activate System:**

Locate the **Touch Panel** and press the darkened screen. Press the logo and then select the source you wish to use from the scrollable side bar.

Please note – If the system is not powered down properly you may have to shut down the system first. (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 COMP one more time to see if this brings it up.

For immediate assistance, please call *901 from a classroom phone.
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 Enter on the keyboard.

To Display a DVD / Blu-ray Video:
1. On the Touch Panel, press the Blu-ray 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 Blu-ray 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 source button. Then select the VGA or HDMI button if your laptop did not automatically display on the projection screen.
3. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button.

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