Operating Instructions for Electronic Classrooms:
Information Commons 105, 111, 112, 120

The Electronic Classroom consists of these basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; 3) **Touch Panel**; 4) **Lecture Capture System**; and 5) **Equipment Rack** includes: Main Power, Auxiliary Cables, and Computer.

**To Activate System:**

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

To Display from the Computer Workstation:

1. Turn on the computer and monitor, if not already on.
2. Press the **PC** 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.

Please note – If the system is not powered down properly you may have to shut down the system first. (Explained below; see System Shutdown)

For immediate assistance, please call *901 from a classroom phone.

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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 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 on the Touch Panel.

Please Power Down the System Before You Leave the Room

System Shutdown:
Using the Touch Panel, press the POWER hard button, and then press YES.
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To Use the Room Video Capture System:
The Room Video Capture System consists of these main units: 1) Camera; 2) Ceiling Microphone and Wireless Lapel Microphone; and 3) Recorder via the Computer/Panopto.

For instructions on how to operate the Equipment Rack and other room equipment please locate the room’s Operating Instruction at the Workstation.

To Set up for Room Recording:

1. Follow the instructions from “To Display from the Computer Workstation”. On the touch panel, press the Camera button. The camera preview will be displayed on the projector screen.

2. Use the arrow buttons on the touch panel to pan, tilt, zoom, and adjust focus.

3. When the camera angle is all set, re-select the PC hard button to display the computer on the projector screen again.