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.

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

*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 **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.
Operating Instructions for Electronic Classrooms:
Information Commons 215, 216, 230

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.
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.