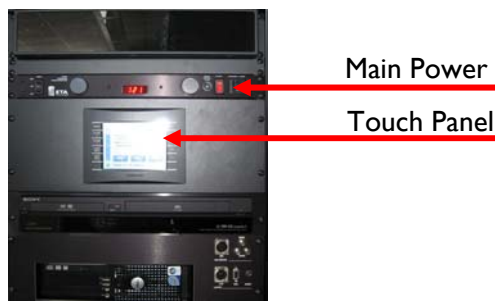


The Electronic Classroom (EC) consists of three basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Plate, Crestron Touch Panel, and VHS/DVD deck.

## To Activate System:

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



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



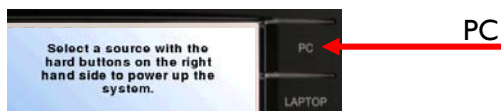
**Please note** – If the system is not powered down properly you may have to shutdown the system properly (Explained below; see **System Shutdown**)

## To Turn on the Data Projector:

1. After selecting which source you want to use with the hard buttons, the Data Projector will turn on and the screen will lower automatically. It may take up to minute for the projector to fully warm up.

## To Project an Image from the Computer Workstation:

1. Turn on the computer and monitor, if not already on, as you normally would.
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**): After waiting a minute, press **PC** one more time to see if this brings it up.

For immediate assistance, please call x4-4444

## To Login to a Workstation:

1. At the Novell Login window, click the **Advanced** button, then select these options from the fields below:  
Tree: **LOYOLA**  
Context: **HIGHERED.LS.LOYOLA** or **HIGHERED.WT.LOYOLA**  
Server: (leave blank)
2. At the Novell Login window, type your Username and Password then click OK.

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## To Project a DVD or VHS Video\*:

1. On the **Touch Panel**, press **DVD** or **VCR** from the Source Select Page.
2. Insert your Tape or Disc, and press play via the Touch Panel.
3. If you do not see **DVD** or **VCR** you may need to press **Source Select** at the top of the **Touch Panel** and re-select DVD or VCR.

\*To Request a **VHS/DVD Remote Control**, please contact the Support Center at x4-4444

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## To Use your Laptop Computer in the Classroom\*:

1. Connect the laptop's VGA output and audio ports to the LAPTAP inputs on the Auxiliary Plate of the Equipment Rack.



LAPTAP Inputs

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** from the **Source Select** page.

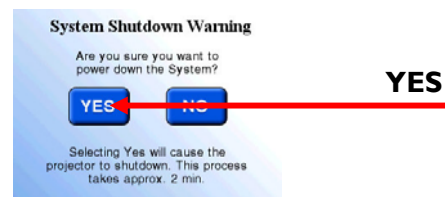
\*To request cables to connect your laptop, please contact the Support Center at x4-4444.

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## Please Power Down the Projector 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\*:

\*Locate Room Video Capture System instructions at Workstation.

For immediate assistance, please call x4-4444