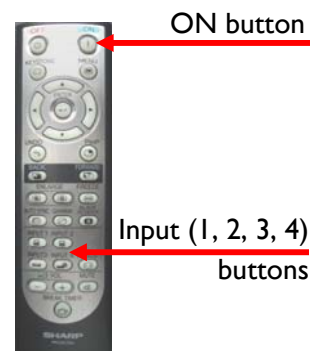


The Electronic Classroom (EC) consists of three basic units: 1) **Ceiling Projector** and **Remote Control**; 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Panel, Mixer for Volume, and VHS/DVD deck.

To Turn On the Ceiling Projector:

1. Locate the **remote control** (attached to the worktable).
2. Point the remote at the ceiling projector and press softly, the **ON** button in the upper right hand corner, a few times. You will hear the projector fan go on, and see a blue light gradually glowing in the projector lens; this can take up to 1 minute.



To Turn On Equipment:

1. Make sure the Main Power switch is "ON," which is in the upper right hand corner of the black box.
2. To adjust the volume, turn the knob for the appropriate device (Main PC, Laptop, DVD/VCR/Aux) on the Volume Mixer.



To Project an Image from the Computer Workstation:

1. Turn on the computer and monitor, if not already on, as you normally would.
2. Turn on the data projector (see "To Turn on the Data Projector" Instructions above).
3. If you do not see the computer image: on the remote control, press the **INPUT 2** button.



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.

To Use your Laptop Computer in the Classroom*:

1. Turn on the ceiling projector (see “To Turn on the Data Projector” Instructions).
2. Connect the laptop’s **VGA** output and **audio** ports to the Computer **inputs** on the **Auxiliary Panel**. It is recommended to connect your Laptop before powering on the Laptop.
3. On the remote control, press the **INPUT 1** button.
4. If you don’t see the laptop’s image on the screen, toggle the **laptop’s** Function LCD/CRT (Display) button.



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

Projecting a VHS/DVD video*:

1. Turn on ceiling projector (see “To Turn on the Data Projector” Instructions).
2. On the projector remote control, press the **INPUT 3** button, you should see “Input 3” displayed in the upper right-right corner of the projection screen.
3. Insert your tape or disc, and press play.



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

Please Power Down the Projector Before You Leave the Room

System Shutdown:

Point the remote at the ceiling projector and press the **OFF** button, in the upper right corner, **TWICE**. You should see the blue glow within the lens shutoff and the screen goes dark.

NOTE: *The fan remains on even though the projector is off.*



For immediate assistance, please call x4-4444