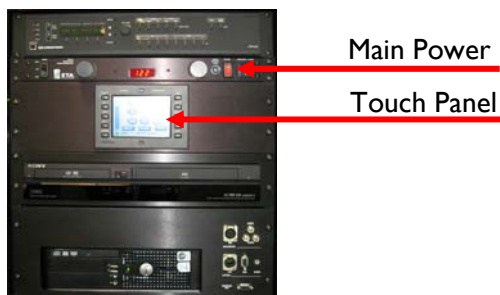


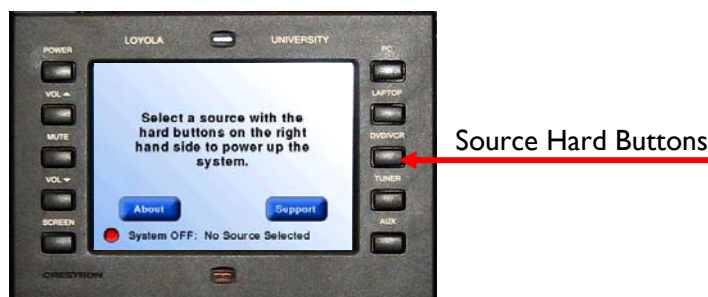
The Electronic Classroom (EC) consists of three basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Plate, Crestron Touch Panel, AV Switcher with Volume, and VHS/DVD deck.

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.

To Login to a Workstation:

- 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)
- At the Novell Login window, type your Username and Password then click OK.

To Project a DVD or VHS Video*:

- On the **Touch Panel**, press **DVD** or **VCR** from the Source Select Page.
- Insert your Tape or Disc, and press play via the Touch Panel.
- 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

To Use your Laptop Computer in the Classroom*:

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



LAPTOP Inputs

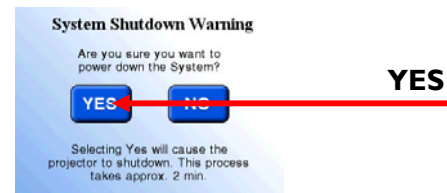
- On the **Touch Panel**, press the **Laptop** hard button.
- If you don't see the laptop's image on the screen, toggle the laptop's Function LCD/CRT (Display) button and re-select **Laptop** from the **Source Select** page.

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

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**.



To Use the Room Video Capture System*:

*Locate Room Video Capture System instructions at Workstation.

For immediate assistance, please call x4-4444

The Room Video Capture System consists of three main units: 1) **Camera**; 2) **Ceiling Microphone** and **Wireless Lapel Microphone**; and 3) **Recorder** either the **DVD**(shown below in the Equipment Rack) or the **Computer**.



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

To Setup for Room Recording:

3. Select **PC** source as instructed by Room Instruction sheet. It may take up to minute for the system to warm up.
4. Adjust the camera's recording angle, using the **Touch Screen** controls: **Arrow Up, Down, Left, Right, Zoom In, Zoom Out, Focus In, and Focus Out**.
5. If **Wireless Lapel Microphone** is required, remove it from the drawer in the **Black Equipment Rack**, and check the battery level. Replace as needed. Attach and secure **Lapel Microphone** to presenter.


To Start DVD Recording:

*For recording with a computer see **To Start Computer Recording** below

1. Insert **Blank DVD** into **DVD Recorder**. Use the DVD eject button  to the lower left of the DVD tray. Upon insert the DVD Recorder will flash **INF WRITE or FORMAT** while formatting the disk. Please wait.
2. Set **DVD Recorder** channel to **Line I** using the channel + and – buttons (Line I is below Chan I or above Chan I20).
3. Press the **Record** button  on the front of the **DVD Recorder**, located at the bottom right portion of the deck. DVD Recorder display will read **Rec** and the timer will begin to tick



To Stop/Finish DVD Recording:

1. Press the **Stop** button  located on the front of the **DVD Recorder**. This will cause the display to flash **INF WRITE**, wait until this finishes (This may several minutes).
2. To record more, return to “**To Start DVD Recording**” above.
3. If finished proceed to “**To Finalize DVD Recording**” below.

WARNING: DVD

You must complete this step in order for your DVD to play outside this room.

To Finalize DVD Recording:

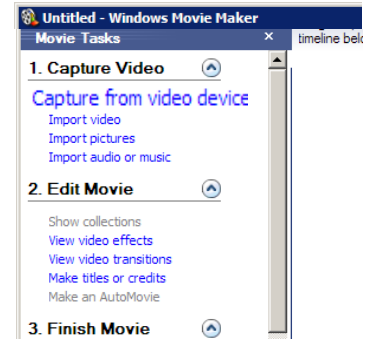
1. Select the **DVD** source hard button on the **Touch Panel**.
2. Locate **DVD Recorder Remote**, and press **DVD** at the top of the remote.
3. Press **SYSTEM MENU** while the DVD Recorder is in stop mode. You will see the System Menu appear.
4. Using the arrow keys on the remote, select **Disc Setting** on the screen and press **ENTER**.
5. Again, use arrow keys to select **Disc Finalize** on the screen and press **ENTER**. You will see a confirmation message (This may several minutes).
6. With the arrow keys, select **Finalize** on the screen and press **ENTER**. A final confirmation will be shown, select **OK** and press **ENTER**.



For immediate assistance, please call x4-4444

To Start Computer Recording:

1. Login into the computer as instructed by Room Instruction sheet.
2. Open **Windows Movie Maker**, located on the Desktop.
3. Select **Capture from video device**, select the Osprey Capture Card and follow the prompts. Make sure to make note of the directory and filename of the file to be created.
4. Click **Start Capture** to start the recording.
5. Leaving this window open you can go to other applications while it records in the background.



To Stop/Finish Computer Recording:

1. Press the **Stop Capture** and **Finish**.
2. Retrieve your file from the directory previously noted, and save this to a flash drive or a network drive.

WARNING: Computer Recording

The file will be deleted upon reboot, do not leave the room with copying your recorded file.