

# Operating Instructions for Electronic Classrooms:

## DH 235

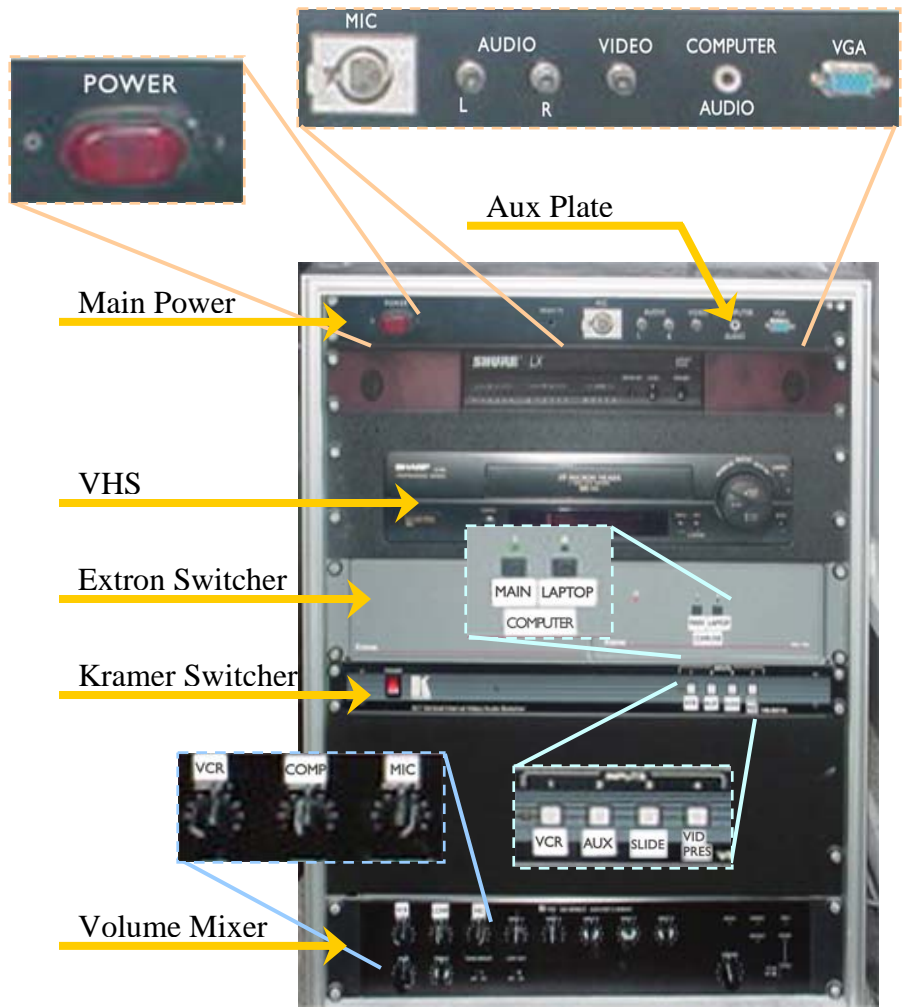
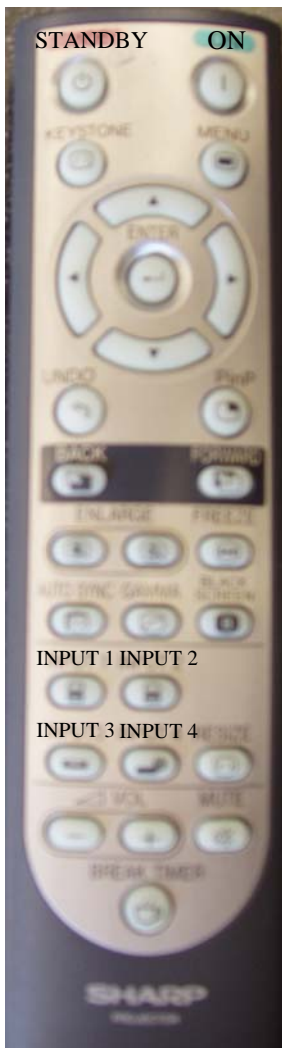
The Electronic Classroom (EC) consists of three basic units: 1) ceiling projector and remote; 2) computer and monitor; and 3) equipment rack (shown below). Equipment rack includes: Main Power, Auxiliary Plate, Extron VGA Switcher, Kramer Video Switcher, Wireless Mic Receiver, Mixer, and VHS deck.

### Turn on the ceiling projector:

Locate the remote control (attached to the worktable). 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.

### Turn on peripheral equipment:

Make sure the Main Power switch, as shown below, is “ON”. Make sure the Kramer Switch is turned on (power switch is to the left). The power buttons of all rack equipment should remain in the on position.



### **To Project an image from the computer workstation:**

Turn on the computer and monitor, if not already on, as you normally would.

Turn on the ceiling projector (see above).

If you do not see the computer image:

Be sure the Extron VGA switcher is set to “MAIN”

On the remote control, press the “INPUT 2” button.

### **Projecting a VHS tape:**

Turn on ceiling projector (see above).

On the Kramer Switcher, make sure “VCR” is selected.

On the projector remote control, press “INPUT 3” button.

Insert your tape, and press play.

### **To use your laptop computer in the classroom:**

Turn on the ceiling projector (see above)

Connect the laptop’s VGA output and audio ports to the “VGA” and “Computer Audio” inputs on the Aux Plate. Cables may be obtained by calling the number below to order it for your class.

Be sure the Extron VGA switcher is set to “LAPTOP”

On the remote control, press the “Input 2” button.

If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button

### **Please Power Down the Projector Before You Leave the Room**

Point the remote at the dataprojector and press the “STANDBY” button, you will see on the screen it ask if you wish to turn off the projector, hit “STANDBY” again. You should see the blue glow within the lens shutoff and the screen go dark. *NOTE: The fan remains on even though the projector is off.*

### **Login Procedure:**

1. At the Novell Client for Windows screen, press and hold Ctrl-Alt-Delete.
2. At the Novell Login window, type your Username and Password
3. Click the Advanced button, complete the “NDS” dialog box, and click “Ok”.  
Tree: Loyola  
Context: (see below)  
Server: (leave blank)

Note: Most faculty with an office located at Water Tower campus have the context **highered.wt.loyola**. At Lake Shore campus, the context is **highered.ls.loyola**. Select the appropriate context in the dialog box.

For immediate assistance, please call x44444