The Electronic Classroom (EC) consists of these basic units: 1) **Data Projector**; 2) **Computer and Monitor**; 3) **Touch Panel**; and 4) **Equipment Rack** includes: Computer, Auxiliary Power, & Auxiliary Plate.

**To Activate System:**

Locate the **Touch Panel** and press the darkened screen. It should light up and you will see **Loyola University Chicago**.

**For Video and Audio Sources**

Select the Video source you wish to use with the hard buttons on the right hand side.

**For Audio Only Sources**

Select the **Blank** hard button on the right hand side, and then select the audio source you wish to use from the popup. *(Please note - There are no touch panel controls for audio only devices. If you wish advanced training please contact the helpdesk@luc.edu at x8-4ITS).)*

*Please note – If the system is not powered down properly you may have to shut down the system properly (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 **COMP** 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 **COMP** once more.
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To Log into a Workstation:

1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard.
2. Type your Username and Password and hit enter.

To Display a DVD:

1. Follow the instructions from “To Display from the Computer Workstation”
2. Load DVD into the computer
3. Play via Windows Media Player

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 from the Source Select page.

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.