Operating Instructions for Electronic Classrooms:
Crown Center 200 East

The Electronic Conference Room consists of these basic units: 1) 3 LCD Monitors; 2) Computer and Monitor; 3) Touch Panel; and 4) Equipment Rack includes: Auxiliary Power, Auxiliary Cables, VCR/Blu-ray Player, & Computer

To Activate System:
Locate the Touch Panel on the desktop 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 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): Press PC once more.

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 click the blue arrow button.

Adjusting Volume:
To adjust the volume, press the Volume UP/DOWN hard buttons on the left side of the touch panel.

For immediate assistance, please call *901 from a classroom phone.
To Display a DVD:
1. Follow the instructions from “To Display from the Computer Workstation”.
2. Load DVD into the computer.

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 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.

Overflow to CC 200 West:
This room is capable of displaying its currently selected source to the 2 displays in CC 200 West.

To Activate:
1. Setup your source as instructed previously.
2. On the Touch Panel, toggle the OVRFLW ENABLE hard button until you see Overflow Enabled at the bottom of the touch panel.
3. Check the 2 displays in CC 200 West to confirm they powered on and switched to your source.

To De-Activate:
1. On the Touch Panel, toggle the OVRFLW ENABLE hard button until you see Overflow Disabled at the bottom of the touch panel.

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.

For immediate assistance, please call *901 from a classroom phone.