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, & 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.
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 VGA with audio cables, connect your laptop at the Auxiliary Plate.
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.

Overflow from CC 200 East:

This room is capable of displaying the presentation from CC 200 East.

To Activate:
1. CC 200 East must have Overflow Enabled (See CC 200 East Instructions)
2. On the Touch Panel, select LG RM OVRFLW, this will bring up the current active source from CC 200 East.

To De-Activate:
1. On the Touch Panel, select any source as described above.

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.