Operating Instructions for Electronic Classrooms:
Crown Center 208

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

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): After waiting a minute, press COMP one more time to see if this brings it up.
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 Use your Laptop Computer in the Classroom:

1. Using VGA with audio cables, connect your laptop to 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.

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.