The Electronic Classroom (EC) consists of these basic units: 1) **Data Projector**; 2) **Computer and Monitor**; 3) **Touch Panel**; and 4) **Lecture Capture Package**.

### To Activate System:

Locate the Touch Panel on the podium and press the darkened screen; press the **System** power button in the upper right hand corner of the screen.

*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 **COMPUTER** button from the Touch Panel Source Buttons.
3. Press the **PROJ** button on the Touch Panel. **You may have to wait for Projector to warm up ~1 min. before you see the image on the screen.**

### 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 the Document Camera:
1. Open Doc Cam drawer, which is located on the right hand side of the podium.
2. Press the Doc Camera button on the Touch Panel.
3. Place the item you wish to project onto the Doc Cam and Adjust the Zoom/Focus as needed.
4. Press the PROJ button on the Touch Panel, in the bottom right hand corner of the panel.

To Display a DVD:
1. Follow the instructions from “To Display from the Computer Workstation”.
2. Load DVD into the computer.

To Display from you Laptop:
1. Using the VGA with audio cables provided to you, connect your laptop.
2. On the Touch Panel, press the Auxiliary button, followed by the Laptop button.
3. Press the PROJ button on the Touch Panel, in the bottom right hand corner of the panel.
4. 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 System Before You Leave the Room

System Shutdown
Using the Touch Panel, press the SYSTEM button, and then press YES.
To Use the Room Video Capture System:
The Room Video Capture System consists of three main units: 1) Camera; 2) Podium Microphone and Wireless Microphone system; and 3) Recorder via the Computer/Panopto.

To Setup for Room Recording:

1. Activate system and select ROOM CAMERA source as instructed by Room Instruction sheet. **Note:** If you wish to view the Camera image on the front screen, press PROJ button.
2. Use one of the Presets 1 2 3 4 5 quick access to shots.
3. If fine tuning is required, adjust the camera’s recording angle, using the Touch Screen controls: PAN/TILT Arrows Up, Down, Left, Right, Zoom Far, Zoom Near, Focus In, and Focus Out.