The Electronic Classroom (EC) consists of these basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; 3) **Touch Panel** (shown below); 4) **Smart Board**; and 5) **Equipment Rack** includes: Auxiliary Power, Auxiliary Plate and Cables, Computer, Blu-ray/DVD Player

**To Activate System:**

Locate the **Touch Panel**, and select the source you wish to use with the hard buttons on the right hand side.

*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 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 Blu-ray/DVD:
1. On the Touch Panel, press the Blu-ray hard button.
2. Insert your disc, and press play via the Touch Panel.
3. If you do not see your media, you may need to reselect Blu-ray.

To Display from your Laptop:
1. Using the VGA and 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 reselect Laptop from 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.
To Operate the Smart Board:

1. Turn on the Smart Board by pressing the **Power** button located on the left side of the tray. The **Power** button will be lit with a green light if the board is on.

2. Turn on the projector if not on already via the **Touch Panel**. Please see “To Display from the Computer Workstation”.

3. Sign into the PC if not done so already. Please see “To Log in to a Workstation”.

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