The Electronic Conference Room (EC) consists of four basic units: 1) **LCD Monitor**; 2) **Computer and Monitor**; 3) **Crestron Touch Panel** (shown below); and 4) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Plate, and Blu-ray 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 Turn on the LCD Monitor:**

After selecting which source you want to use with the hard buttons, the LCD Monitor will power on automatically.

**To Display an Image from the Computer Workstation:**

1. Turn on the computer and monitor, if not already on, as you normally would.
2. Press the **COMP** button on the Touch Panel.
3. If you do not see the computer image, after waiting a minute, press **COMP** one more time to see if this brings it up.

*For immediate assistance, please call ext. 8-4ITS*
*Hours of Operation: M-F 7am-9pm • Sat 8am-3pm • Sun Closed*
**Please note that support hours are subject to change without formal posting.**
To Login to 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 Bluray/DVD:

1. On the Touch Panel, press the Bluray hard button.
2. Insert your disc, and press play via the Touch Panel.
3. If you do not see the image of the disc, you may need to reselect Bluray on the Touch Panel.

To Use your Laptop Computer in the Classroom:

1. Connect the laptop’s VGA output and audio ports to the Laptop Cable provided next to the Equipment Rack.

![Laptop Cable](image)

2. On the Touch Panel, press the Laptop hard button.
3. If you don’t see the laptop’s image on the screen’s LCD Monitor, toggle the laptop’s Function LCD/CRT (Display) button and reselect Laptop from the Touch Panel.

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.

![System Shutdown Warning](image)