Operating Instructions for Electronic Classroom: Flanner Hall 129

The Electronic Classroom (EC) consists of these basic units: 1) **Ceiling Projector** and **Remote Control**; 2) **Computer** and **Monitor**; and 3) **Equipment Rack** includes: Auxiliary Power, Auxiliary Plate, Computer

### To Activate System:

![Image of Electronic Classroom elements: Computer, Projector Remote, Main Power]  
Locate the **Projector Remote** near the workstation. Point it at the projector and press the **On** button.

### To Display from the Computer Workstation:

1. Turn on the computer and monitor, if not already on.
2. Press the **Input 1** button on the projector remote.

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For immediate assistance, please call ext. 8-ITS  
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 Log in to a Workstation:
1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard.
2. Type your Username and Password and hit enter.

To Display from your Laptop:
1. Using a VGA with audio cable, connect your laptop at the auxiliary plate.
2. Press the Input 2 button on the projector remote.
3. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button.

To Display a DVD:
1. Follow the instructions from “To Display from the Computer Workstation”
2. Load DVD into the computer
3. Play via Windows Media Player

Please Power Down the System Before You Leave the Room

System Shutdown:
Point the projector remote at the ceiling projector and press the OFF button, in the upper left corner, and then press it once more to confirm shutdown.

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