Operating Instructions for Electronic Classroom: Flanner Hall 305

The Electronic Classroom (EC) consists of four basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; 3) **Touch Panel**; and 4) **Equipment Rack** includes: Auxiliary Power, Auxiliary Plate and Cables, Blu-ray/DVD Player, and Lavalier Microphone.

**To Activate System:**

![Touch Panel and Computer](image)

Locate the **Touch Panel** and press the darkened screen. Press the logo and then select the source you wish to use from the scrollable side bar.

**Please note** – If the system is not powered down properly you may have to shut down the system first. (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 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): Press COMP once more.

For immediate assistance, please call ext. 8-4ITS

Hours of Operation: M-F 7:30am-10pm • Sat 7:30am-5pm • Sun Closed

**Please note that support hours are subject to change without formal posting.**

Instructional Technology & Research Support (ITRS) • Revised 8/26/2016
To Display a DVD / Blu-ray Video:
2. Insert your disc, and use the touch panel controls to play the video.

To Display from your Laptop:
1. Using the VGA with audio or HDMI cables provided, connect your laptop.
2. On the Touch Panel, press the Laptop source 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 System Off button, and then press Shutdown.