The Electronic Classroom (EC) consists of these basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; 3) **Touch Panel**; 4) **Lecture Capture System**; and 5) **Equipment Rack** includes: Auxiliary Power, Auxiliary Cables, Computer

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**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**)

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**To Display from the Computer Workstation:**

1. Turn on the computer and monitor, if not already on.
2. Press the **COMP** 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.

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**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 click the blue arrow 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

To Display from your Laptop:

1. Using the VGA with audio cables provided to you, connect your laptop.
2. On the Touch Panel, press the Laptop hard 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 POWER hard button, and then press YES.
Operating Instructions for Electronic Classroom: Mundelein Center 508

Using the Lecture Capture System:

This room is equipped with a lecture capture package that consists of three (3) ceiling microphones, one (1) lapel microphone, and an HD camera.

1. Press the **Blank Hard Button** to view Camera controls.

2. Select **Near**, **Mid**, or **Wide** for preset camera positions. Select 4, 5, or 6 for a personalized preset. To save a preset, select **Camera Control**.

3. This screen allows you to move the camera in any direction with the buttons. Use the buttons to zoom in or out. To exit out of this screen, press the **Back** soft button.

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

Hours of Operation: M-F 8am-9pm, Sat 8am-3pm, Sun Closed

*Support hours are subject to change without formal posting*