The Electronic Classroom (EC) consists of these basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; and 3) **Touch Panel**; and 4) **Equipment Rack** includes: Auxiliary Power, Auxiliary Cables, PC, Computer. Room 708 also has 2 ceiling mounted **35 MM Slide Projectors** (see 3rd page of documentation for instructions).

**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 shutdown the system properly (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 **PC** 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 **PC** once more.

**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.
To Display 35 MM Slide Projection:

1. Select Slide Project source as instructed by Room Instruction sheet, and select which Projectors you would like to use (Projector A, Projector B, or Both).
2. Press the Load Slide Carousel button to lower the Projectors to Load your Slides.
3. Press the View Slides button to raise the Projectors for projection.

*Note: It may take up to a minute to raise/lower the projectors.

To Project the 35 MM Slide Projector(s):

1. Press Forward or Reverse to advance or back-up the current slide.
2. To Manually adjust the Focus, press Focus Out or Focus In.

Follow Room Operating Instruction for the Full System Shutdown Procedure.