The Electronic Classroom (EC) consists of three basic units: 1) **Data Projector** 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes:, Crestron Touch Panel, Bluray deck, and Auxiliary Plate.

### To Activate System:

1. Locate the **Touch Panel** and press the darkened screen. It should light up and you will see **Loyola University Chicago Welcome Screen**.

#### For Video and Audio Sources

2. Select the Video source you wish to use with the hard buttons on the right hand side. This will turn on the Data Projector and lower the screen. It may take up to a minute for the projector to fully warm up.

**Touch Panel**

#### Source Hard Buttons

**For Audio Only Sources**

2. Select the **Audio Only** hard button on the right hand side, and then select the audio source you wish to use from the popup. *(Please note - There are no touch panel controls for audio only devices. If you wish advanced training please contact the helpdesk@luc.edu at x8-4ITS)*.

**Please note** – If the system is not powered down properly, please follow the System Shutdown procedures and Restart. *(Explained below; see System Shutdown)*

### To Project 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.

**COMP**

3. If you do not see the computer image *(you may have to wait for Projector to warm up ~1 min)*: After waiting a minute, press **COMP** one more time to see if this brings it up.

### To Login to a Workstation:

1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard
2. Type your UVID Username and Password and click the blue arrow button.

**For immediate assistance, please call x8-4ITS**

**Limited On-site Support**
Adjusting Volume:
1. To adjust the volume **Volume UP/DOWN** hard buttons on the left side.

To Project a Bluray/DVD Video:
1. On the **Touch Panel**, press **BLURAY/DVD** hard button on the right side of the **Touch Panel**
2. Insert your Disc, and press play via the **Touch Panel**.
3. If you do not see the Bluray or DVD, you may need to reselect **DVD** or **VCR** buttons

*Please note* – Some Disc menu’s require the arrow keys and the **Enter** button to play a video. Use the **Next/Back** button to navigate between the Bluray/DVD control pages.

To Project the Document Camera:
1. Connect the Document Camera’s **VGA Output 1** to the LAPTOP cable provided on top of the rack. The LAPTOP audio cable must be plugged into the audio plug on the LAPTOP extension cable on the Document Camera Cart.
2. On the **Touch Panel**, press **Laptop** button from **Source Select Page**.
3. Turn on the Elmo Document Camera, and select use the LAMP/FOCUS/ZOOM buttons on the Document Camera as needed.

To Use your Laptop Computer in the Classroom:
1. Connect the laptop’s VGA output and audio ports to the LAPTOP cable provided on top of the rack.
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 note* – If you are using a laptop and a Document Camera at the same time, you must connect the laptop to the LAPTOP extension cable location on the cart with the Document Camera.

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**.

For immediate assistance, please call x8-4ITS
Limited On-site Support

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Instructional Technology & Research Support