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: Main Power, Auxiliary Plate, Crestron Touch Panel, AV Switcher with Volume, and VHS/DVD deck.

**To Activate System:**

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

**For Video and Audio Sources**

2. Select the Video source you wish to use with the hard buttons on the right hand side.

**For Audio Only Sources**

3. Select the **Blank** 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 you may have to shut down the system properly (Explained below; see **System Shutdown**)

**To Turn on the Data Projector:**

After selecting the video source you want to use with the hard buttons, the Data Projector will turn on and the screen will lower automatically. It may take up to a minute for the projector to fully warm up.

**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.
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.

**Adjusting Volume:**

To adjust the volume, use **Volume UP/DOWN** hard buttons on the left side.

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

**Hours of Operation:** M-F 7.30am-10pm Sat 8am-5pm Sun Closed

**Please note that support hours are subject to change without formal posting.**
To Login to a Workstation:

This workstation has been upgraded to Windows 7 and Office 2010 as part of Loyola’s Microsoft Migration Project. Upgrades to all campus lab computers are scheduled for the 2011 summer break. Faculty and staff computers will be upgraded during the fall 2011 semester. Information about the upgrade project is available online at www.luc.edu/windows7. Questions or comments can be directed via email to windows7@luc.edu.

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 Project a DVD or VHS Video:

1. On the Touch Panel, press DVD or VCR hard button on the right side of the Touch Panel
2. Insert your Tape or Disc, and press play via the Touch Panel.
3. If you do not see the DVD or VHS playing, you may need to reselect DVD or VCR buttons

To Use your Laptop Computer in the Classroom:

1. Connect the laptop’s VGA output and audio ports to the LAPTOP inputs on the Auxiliary Plate of the Equipment 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 Power Down the Projector Before You Leave the Room

System Shutdown:

Using the Touch Panel, press the POWER hard button, and then press YES.
To Use the Room Video Capture System:
The Room Video Capture System consists of three main units: 1) Camera; 2) Ceiling Microphone and Wireless Lapel Microphone; and 3) Recorder via the Computer.

For instructions on how to operate the Equipment Rack and other room equipment please locate the room’s Operating Instruction at the Workstation.

To Setup for Capture Recording:

1. Log into the classroom computer and click on the Room Capture shortcut on the desktop.
2. Login using your Loyola ID and password.
3. Select the type of Capture you wish to perform:
   a. Video: Single Source Capture
      (Please note that audio is only captured with the CLC423.Camera source)
   b. Dual: Two Source Capture, Computer and Camera
      i. The smaller window is the secondary source, typically the Room Camera.
      ii. The larger window is the primary source, typically the Instructor’s Computer.

Setting Up the Room Camera

   c. Locate the Camera’s preview and control page by 1st selecting the blank Source Hard Button on the Touch Panel and then 2nd selecting the Camera button on the subsequent popup menu.
   d. Adjust the camera’s recording angle and zoom
      i. Using the Camera Presets (Near, Mid, Wide)
      ii. Or select the Camera Control button and use the Arrow Up, Down, Left, Right, Zoom In, Zoom Out buttons

4. Setting Up the Room Audio (captured only if using the Room Camera Source)
   a. Ceiling microphones will capture all audio; instructor and student questions
   b. For higher quality instructor audio, please request the use of a wireless Lapel Microphone through the ITS Help Desk (x8-4478) prior to your class.
      i. Attach and secure Lapel Microphone to presenter.

To Start Capture Recording:

1. Press the Red Camera button below your source selection in the Podcast Capture window.
2. After a brief countdown, the capture will begin. You may minimize the capture window, so you can use/present other applications while the capture records in the background.
3. You may pause the capturing by pressing the Pause Capture button and Publish.

To Finish Capture Recording:

1. Press the Pause Capture button and press Publish button.
2. Fill out your Podcast Information with your course and date: (example below)
   a. Episode : COMP263-001_2011-02-05
3. The files have now been sent for processing and will be available via the Podcast Library shortly.

Note: Please put all items back in the drawer Before Leaving the Room

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Please put the lapel back in its case and leave in the room for ITRS to pick up.