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: Auxiliary Plate, Crestron Touch Panel

### To Activate System:

1. Locate the **Touch Panel** next to the monitor and press the darkened screen. It should light up and you will see **Loyola University Chicago**. Press anywhere on the screen and press **Source**. Now you will see a screen with your options. The system is now active.

**Please note** – If the system is not powered down properly you may have to shutdown the system properly (Explained below; see **System Shutdown**)

### To Project an Image from the Computer Workstation:

1. Select PC on touch screen
2. Select PC on the video switcher
3. Turn on the computer and monitor, if not already on, as you normally would.
4. After pressing **Source**, press the **PC** button on the Touch Panel.
5. If you do not see the computer image (you may have to wait for Projector to warm up ~1 min): Press **PC** 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 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. Open Windows Media Player
   a. Select DVD

To Display AppleTV:
1. Select PC on Touch Screen
2. Select AppleTV on Video Switcher

To Use your Laptop Computer in the Classroom:
1. Select Laptop on the Video Switcher
2. Connect the laptop’s VGA output and audio ports to the “LAPTOP CABLE” coming out of the top, right hand side of the Podium.
3. On the Touch Panel, press the Laptop button.
4. Turn on the power to your laptop. There is a convenience plug located near the top of the rack.
5. 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 SYSTEM button, then press POWER SYSTEM OFF.