Operating Instructions for Electronic Classroom: Corboy Law Center Annex 512, 522,523, 525, 526

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

**To Activate System:**

1. Locate the **Touch Panel**; press the darkened screen; then press the logo and select a video **Source** or press the **Blank** button for audio only options.

**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. 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** 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 hit enter.

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
4. Select DVD

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 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.