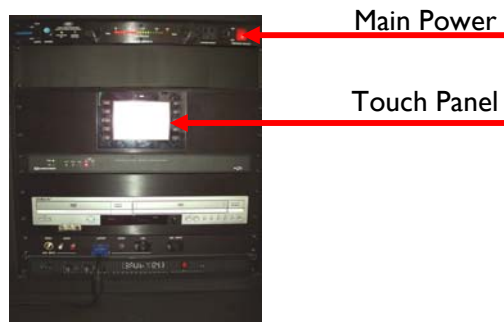




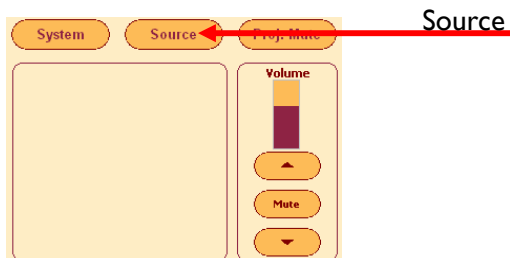
The Electronic Classroom (EC) consists of three basic units: 1) **Data Projector** 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Plate, Crestron Touch Panel, AV Switcher with Volume, and VHS/DVD deck.

To Activate System:

1. Make sure the “**Main Power**” switch is “**ON**”, which is in the upper right hand corner of the Black Box.



2. Locate the **Touch Panel** 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.



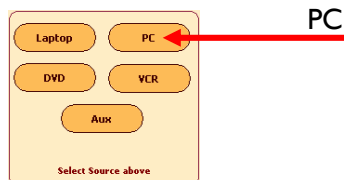
Please note – If the system is not powered down properly you may have to shutdown the system properly (Explained below; see **System Shutdown**)

To Turn on the Data Projector:

1. After selecting which 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 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 **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** one more time to see if this brings it up.

For immediate assistance, please call x8-4ITS

Hours of Operation: M-F 7am-9pm Sat 8am-3pm 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** from the Source Select Page.
2. Insert your Tape or Disc, and press play via the Touch Panel.
3. If you do not see **DVD** or **VCR** you may need to press **Source Select** at the top of the **Touch Panel** and re-select DVD or VCR.

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.



LAPTOP Inputs

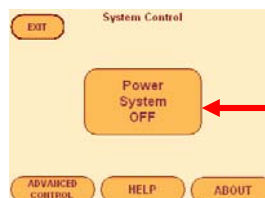
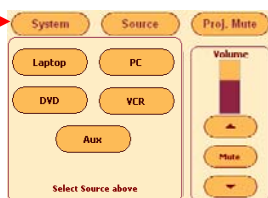
2. On the **Touch Panel**, press the **Laptop** button.
3. If you don't see the laptop's image on the screen, toggle the laptop's Function LCD/CRT (Display) button and re-select **Laptop** from the **Source Select** page.

Please Power Down the Projector Before You Leave the Room

System Shutdown:

Using the Touch Panel, press the **SYSTEM** button, then press **POWER SYSTEM OFF**.

System



Power System
OFF

For immediate assistance, please call x8-4ITS

Hours of Operation: M-F 7am-9pm Sat 8am-3pm Sun Closed

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