

The Electronic Classroom (EC) consists of these basic units: 1) **Data Projector**; 2) **Computer and Monitor**; 3) **Touch Panel**; 4) **Video Conferencing System**; 5) **AppleTV**; and 6) **Equipment Rack** includes: Auxiliary Power, Auxiliary Plate, Computer, Blu-ray/DVD Player

### To Activate System:



Locate the **Touch Panel** and press the darkened screen; select the source you wish to use with the source buttons on the right hand side.



**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 Display from the Computer Workstation:

1. Turn on the computer and monitor, if not already on.
2. Press the **Computer** button on the Touch Panel. At the prompt, select whether you'd like to view the image on the **Left, Right, or Both Displays**.



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 **Computer** once more.

## To Log into a Workstation:

1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard.
2. Type your Username and Password and press the Enter key on your keyboard.

## To Display a Blu-ray/DVD:

1. On the **Touch Panel**, press the **Blu-ray/DVD** button.
2. Insert your disc, and press play via the Touch Panel.
3. If you do not see the image of the disc, you may need to reselect **Blu-ray/DVD** on the **Touch Panel**.

## To Display from your Laptop:

1. Using the VGA with audio or HDMI cables provided to you, connect your laptop.



Laptop Cable Inputs

2. On the **Touch Panel**, press the **Laptop (VGA)** or **Aux HDMI** 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** or **Aux HDMI** from the **Source Select** page.

## To Display AppleTV:

To access the Apple TV in this classroom, press the **HDMI** button on the touch panel.



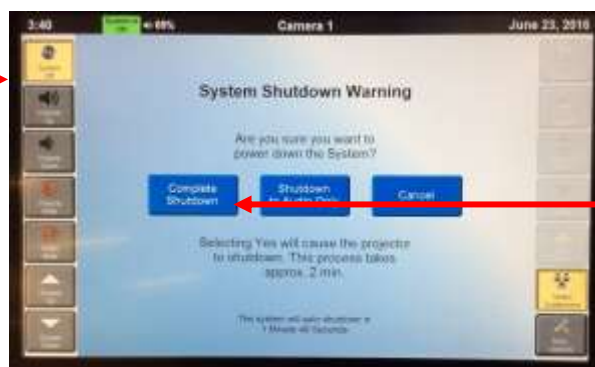
HDMI

## Please Power Down the System Before You Leave the Room

### System Shutdown:

Using the Touch Panel, press the **System Off** button, and then press **Complete Shutdown**. You can also use **Shutdown to Audio Only** to continue using the room speakers.

System Off



Complete Shutdown

## Starting a Video Conference:

1. Log in to the computer workstation, and open the web conferencing application you plan to use, e.g. Zoom, Skype or Skype for Business.
2. The built-in room camera and microphone system will automatically connect to any conferencing application you use.
3. On the touch panel, select **Camera Controls** to switch between the front and rear cameras, and adjust the pan/tilt/zoom.



**Camera  
Controls**