Operating Instructions for Electronic Classroom: Lewis Towers 412

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, Extron AV Switcher with Volume, and VHS/DVD deck.

**To Turn On the Data Projector:**

Make sure the projector is **“ON”** by using the remote control on the table. The **“ON”** button can be located in the upper right hand corner of the remote control. It may take up to minute for the projector to fully warm up.

**To Turn On Equipment**: The **Equipment Rack** is located underneath the table.

1. Make sure the Main Power switch (on the right), as shown below, is **“ON”**.
2. To adjust the volume, turn the Volume Adjust knob labeled with the corresponding input on the Amplifier.

*The power buttons of all rack equipment should remain in the **“ON”** position.

**If you are using the VHS/DVD combo player, and it does not respond, check to see if the power was shut off manually on the left side of the player.**

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

1. Turn on the computer and monitor, if not already on, as you normally would.
2. Turn on the data projector (see “To Turn on the Data Projector” instructions above).
3. Press the **DESKTOP** button (###) on the top Kramer switcher.

**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.

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.**

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To Use your Laptop Computer in the Classroom:

1. Turn on the data projector (see “To Turn on the Data Projector” instructions).
2. Connect the laptop’s VGA output to the VGA cable (shown below).
3. Press input Laptop (#2) on the top Kramer Switcher.
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.

![Diagram of Kramer Switcher and Laptop Button]

Projecting a VHS:

1. Turn on data projector (see “To Turn on the Data Projector” instructions).
2. On the bottom Kramer Switcher, press the VCR button.
3. Insert your tape, and press play on the unit.

![Diagram of Kramer Switcher and VHS button]

Please Power Down the Projector Before You Leave the Room

System Shutdown:

Using the Remote Control, press the OFF button to turn off the data projector. This will trigger the shut down cycle on the projector.

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