


The Electronic Classroom (EC) consists of four basic units: 1) **Data Projector**; 2) **Computer**; 3) Crestron AV Switcher i.e. **Touch Panel** and 4) **Equipment Rack** which has the VHS/DVD.

To Activate System:


1. Locate the Touch panel on the podium face and press the darkened screen. It should light up and you will see **Loyola University Crown Auditorium**.
2. Press the **System**  button in the upper right hand corner of the screen. Now you will see a screen with your Sources. The system is now active.



System button

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. Select the device you want to use, via the Touch Panel.
2. Then press the **PROJ**  button in the bottom right hand corner of the Touch Panel screen. At this point the Data Projector will turn on automatically. (If the device uses the data projector.) It may take up to minute for the projector to fully warm up.

Source Selection buttons



Source Selection Page

PROJ button

To Project an Image from the Computer Workstation:

1. Press the COMPUTER button on the Touch Panel, from the Source Selection Page.
2. Turn on the computer, if not already on, as you normally would.
3. You should see the computer image in a box on the Touch Panel.*
4. Press the PROJ button on the Touch Panel, in the bottom right hand corner of the panel. You may have to wait for Projector to warm up ~1 min. before you see the image on the screen.**

* Pressing the computer window will toggle the computer image between full screen and windowed.

** If the computer image still doesn't come up on the screen, the system may not have been powered down properly and you may have to shutdown the system properly. (Explained below; see **System Shutdown**)

To Login to a Workstation:

1. At the Novell Login window, click the **Advanced** button, then select these options from the fields below:
 Tree: **LOYOLA**
 Context: **HIGHERED.LS.LOYOLA** or **HIGHERED.WT.LOYOLA**
 Server: (leave blank)
2. At the Novell Login window, type your Username and Password then click OK.

For immediate assistance, please call x4-4444

To Project a DVD or VHS Video*:

1. On the **Touch Panel**, press **DVD/VCR** from the Source Select Page.
2. Insert your Tape or Disc, and press play via the Touch Panel.
3. Press the **PROJ** button on the Touch Panel, in the bottom right hand corner of the panel. (You may have to wait for Projector to warm up ~1 min. before you see the image on the screen.)

DVD/VCR Player



* To Request a **VHS/DVD Remote Control**, please contact the helpdesk at x4-4444.

Volume Adjust:

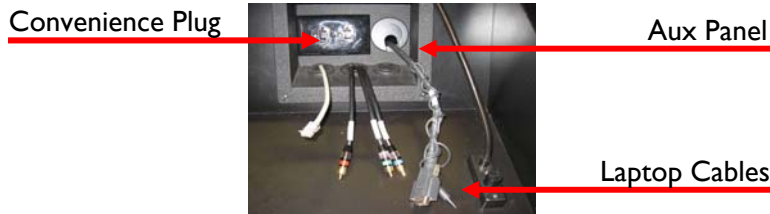
1. To adjust the volume for any device, press Volume UP/DOWN buttons in the lower left hand portion of the Touch Panel

Volume:
UP/DOWN



To Use your Laptop Computer in the Classroom*:

1. Connect the laptop's VGA output and audio ports to the VGA cable in the Aux Panel.
2. On the **Touch Panel**, press the **Auxiliary** button. Followed by the **Laptop** button.
3. Turn on the power to your laptop. There is a convenience plug located in the Aux Panel.
4. Press the **PROJ** button on the Touch Panel, in the bottom right hand corner of the panel. You may have to wait for Projector to warm up ~1 min. before you see the image on the screen.
5. If you don't see the laptop's image on the screen, toggle the laptop's Function LCD/CRT (Display) button.



Projecting the Document Camera:

1. Open Doc Cam drawer, which is located on the right hand side of the podium.
2. Press the **Doc Camera** button on the **Touch Panel**.
3. Place the item you wish to project onto the Doc Cam and Adjust the Zoom/Focus as needed.
4. Press the **PROJ** button on the Touch Panel, in the bottom right hand corner of the panel. You may have to wait for Projector to warm up ~1 min. before you see the image on the screen.

Please Power Down the Projector Before You Leave the Room

System Shutdown

1. Press the **System** button in the upper right hand corner of the screen.
2. A new window will appear, Press **YES**. A cool down timer should appear on the Touch Panel and you should see the screen go dark.

System button



YES

For immediate assistance, please call x4-4444