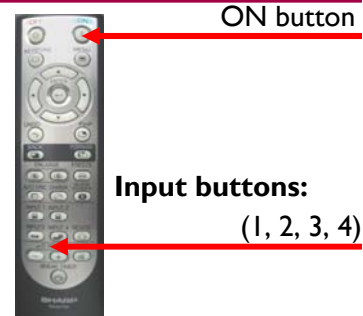


The Electronic Classroom (EC) consists of three basic units: 1) **Ceiling Projector** and **Remote Control**; 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Plate, Kramer Video Switcher, Extron Switcher, Mixer, and VHS player.

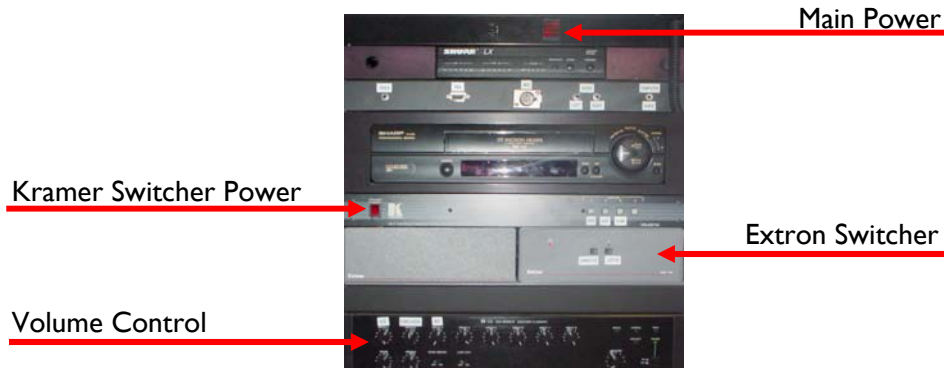
To Turn On the Ceiling Projector:

1. Locate the **remote control** (attached to the worktable).
2. Point the remote at the ceiling projector and press softly, the **ON** button in the upper right hand corner, a few times. You will hear the projector fan go on, and see a blue light gradually glowing in the projector lens.



To Turn On Equipment*:

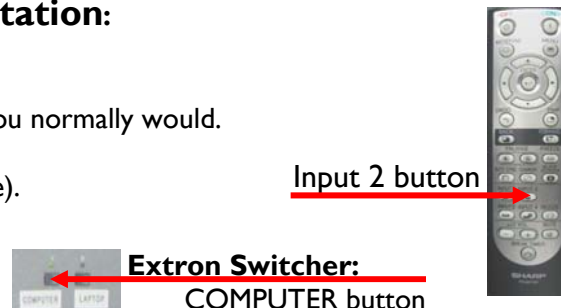
1. Make sure the Main Power switch (on the right), as shown below, is “ON”.
2. Make sure the Kramer Switcher Power is turned on (to the left).
3. To adjust the volume, turn the knob for the appropriate device (PC, VCR, and Master) on the Volume Mixer.



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

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 ceiling projector (see “To Turn on the Ceiling Projector” Instructions above).
3. Press the **Input 2** button.
4. If you don’t see the computer image on the screen, press the **Computer** button on the Extron Switcher



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 Use your Laptop Computer in the Classroom*:

1. Turn on the ceiling projector (see “To Turn on the Ceiling Projector” Instructions).
2. Connect the laptop’s **VGA** output and **audio** ports to the “VGA” and “Computer Audio” inputs on the **Aux Plate**.
3. On the remote control, press the **Input 2** button.
4. On the Extron Switcher, press the **LAPTOP** button.
5. Power up your laptop.
6. If you don’t see the laptop’s image on the screen, toggle the **laptop’s** Function LCD/CRT (Display) button.



*To request cables to connect your laptop, please contact the Support Center at x4-4444.

Projecting a VHS tape*:

1. Turn on ceiling projector (see “To Turn on the Ceiling Projector” Instructions).
2. On the Kramer Switcher, make sure the Power is “ON,” then press the **VCR** button.
3. On the projector remote control, press the **Input 3** button.
4. Insert your tape, and press play.



*To Request a **VHS Remote Control**, please contact the Support Center at x4-4444

Please Power Down the Projector Before You Leave the Room

System Shutdown:

Point the remote at the ceiling projector and press the **OFF** button, in the upper right corner, **TWICE**. You should see the blue glow within the lens shutoff and the screen goes dark.

NOTE: *The fan remains on even though the projector is off.*



For immediate assistance, please call x4-4444