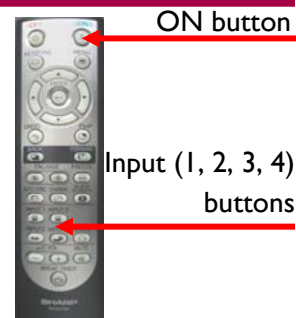


The Electronic Classroom (EC) consists of three basic units: 1) **Ceiling Projector** and **Remote Control**; 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Plate, Kramer Switcher, Mixer, and VHS player.

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; this can take up to 1 minute.



To Turn On Equipment*:

The **Equipment Rack** is located inside the **cabinet** beneath the **table**.

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 (Video, PC, Laptop) on the Volume Mixer.

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

If you are using the **Document Camera and it does not appear to function, check to see if power switch on the left side panel near the back of the Document Camera was switched off.



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. If you do not see the computer image: on the remote control, press the **INPUT 2** button.



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 “COMPUTER “ and “AUDIO” inputs on the **Aux Plate**.
3. On the remote control, press the **INPUT 1** button.
4. 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. Press the **VCR** button on the Kramer Switcher.
3. On the projector remote control, press the **INPUT 3** button.
4. Insert your tape, and press play.

Kramer Switcher:
VCR button

VHS Player



Input 3 button



*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.*

OFF button



For immediate assistance, please call x4-4444