

The Electronic Classroom (EC) consists of four basic units: 1) **Data Projector**; 2) **Computer and Monitor**; 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 Chicago**. Press the anywhere on the screen and now you will see a screen with your options. The system is now active.

Touch Panel



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. After selecting which device you want to use on the Touch Panel, 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.



To Project an Image from the Computer Workstation:

1. Turn on the computer and monitor, if not already on, as you normally would.
2. Press the **PC** button on the Touch Panel.
3. If you do not see the computer image (**you may have to wait for Projector to warm up ~1 min**): Press **PC** one more time to see if this brings it up.

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.

To Project a DVD or VHS Video*:

1. On the **Touch Panel**, press **DVD** or **VCR** from the Source Select Page.
2. Insert your Tape or Disc in the DVD/VHS player below the keyboard, and press play via the Touch Panel.
3. If you do not see **DVD** or **VCR** you may need to press **Source Select** at the top of the **Touch Panel** and re-select DVD or VCR and try to fast forward or rewind.

DVD/VHS player



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

To Use your Laptop Computer in the Classroom*:

1. Connect the laptop's VGA output and audio ports to the VGA cable beneath the monitor.
2. On the **Touch Panel**, press the **Laptop** 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** from the **Source Select** page.

VGA Cables



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

Projecting the Document Camera:

1. Press the "**Doc Cam**" button on the **Touch Panel**.
2. Open Doc Cam drawer, which is located on the right hand side of the podium.
3. Place the item you wish to project onto the Doc Cam and Adjust the Zoom/Focus as needed.
4. If you don't see the image on the screen you may have to wait for Projector to warm up ~1 min.

Please Power Down the Projector Before You Leave the Room

System Shutdown*

1. Press the **Utility** button in the bottom left hand corner of the screen, followed by "**System Shutdown**" button.
2. Then on the new window that pops up press, "**OK**". 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 more detailed instructions with pictures, see separate System Shutdown Instructions.

For immediate assistance, please call x4-4444