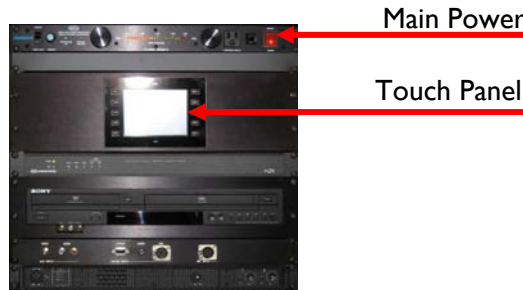


The Electronic Classroom (EC) consists of three basic units: 1) **Data Projector**; 2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Plate, Crestron Touch Panel, AV Switcher with Volume, and VHS/DVD deck.

To Activate System:

1. Make sure the “**Main Power**” switch is “**ON**”, which is in the upper right hand corner of the Black Box.



2. Locate the **Touch Panel** and press the darkened screen. It should light up and you will see **Loyola University Chicago**. Press anywhere on the screen and press **Source**. Now you will see a screen with your options. The system is now active.



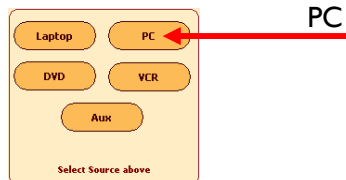
Please note – If the system is not powered down properly you may have to shutdown the system properly (Explained below; see **System Shutdown**)

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.

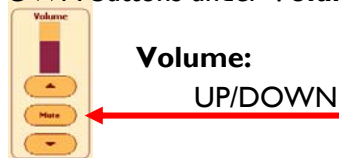
To Project a DVD or VHS Video*:

1. On the **Touch Panel**, press **DVD** or **VCR** from the Source Select Page.
2. Insert your Tape or Disc, 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.

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

Volume Adjust:

1. To adjust the volume for any device, press UP/DOWN buttons under **Volume**, on the right side of the Touch Panel.



To Use your Laptop Computer in the Classroom*:

1. Connect the laptop's VGA output and audio ports to the LAPTROP inputs on the Auxiliary Plate of the Equipment Rack.



LAPTROP Inputs

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.

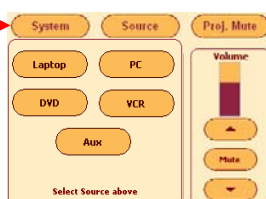
*To request cables to connect your laptop, please contact the Support Center at x4-4444.

Please Power Down the Projector Before You Leave the Room

System Shutdown:

Using the Touch Panel, press the **SYSTEM** button, then press **POWER SYSTEM OFF**.

System



Power System
OFF

For immediate assistance, please call x4-4444