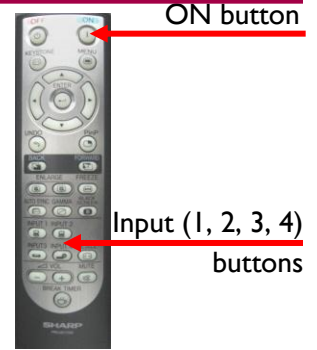




The Electronic Classroom (EC) consists of three basic units: 1) **Ceiling Projector** and **Remote Control**
2) **Computer** and **Monitor**; and 3) **Equipment Rack** (shown below). Equipment rack includes: Main Power, Auxiliary Plate, "Extron" MediaLink Switcher, Mixer, and VHS/DVD combo player.

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** on or under the **table**.

1. Make sure the blue Main Power switch (on the right), as shown below, is "ON".
2. To adjust the volume, turn the Volume Adjust knob on the Extron Switcher.

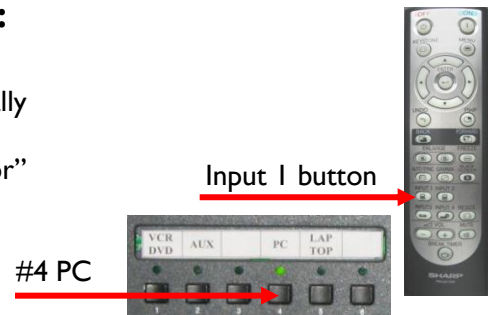
* The power buttons of all rack equipment should remain in the "ON" position.

If you are using the **VHS/DVD combo player, and it does not respond, check to see if the power was shut off manually on the left side of the player.



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. On the remote control, press the **Input 1** button.
4. Press input #4 **PC** on the Extron Switcher.



To Login to a Workstation:

For immediate assistance, please call ext. 8-4ITS

Hours of Operation: M-F 7am-9pm • Sat 8am-3pm • Sun Closed

**Please note that support hours are subject to change without formal posting.

This workstation has been upgraded to **Windows 7** and **Office 2010** as part of Loyola's Microsoft Migration Project. Upgrades to all campus lab computers are scheduled for the 2011 summer break. Faculty and staff computers will be upgraded during the fall 2011 semester. Information about the upgrade project is available online at www.luc.edu/windows7. Questions or comments can be directed via email to windows7@luc.edu.

1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard
2. Type your Username and Password and click the blue arrow button.

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 "LAPTOP INPUTS" on the **Aux Plate**.
3. On the remote control, press the **Input I** button.
4. Press input #5 Laptop on the Extron Switcher.
5. Turn on the power to your laptop. There is a convenience plug located near the top of the rack.
6. If you don't see the laptop's image on the screen, toggle the **Laptop's** Function LCD/CRT (Display) button.



Projecting a VHS tape:

1. Turn on ceiling projector (see "To Turn on the Ceiling Projector" Instructions).
2. On the Extron Switcher, press input **#1 VCR/DVD** button.
3. On the projector remote control, press the **INPUT 3** button.
4. Insert your tape, and press play.



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 ext. 8-4ITS

Hours of Operation: M-F 7am-9pm • Sat 8am-3pm • Sun Closed

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