

The Electronic Multi-Purpose Room (MPR) consists of four basic units: 1) **Data Projector(s)** 2) **Computer and Monitor** 3) **Podium** which has the Computer, Touch Panel, and a Microphone; and 4) **Rear Equipment Rack** housing the Wireless Microphones.

### To Activate System:

Locate the **Touch Panel** and press the darkened screen. It should light up and you will see **Loyola University Chicago**.

#### For Microphone Use

1. Press the Loyola Logo Screen, you will see **System is Starting Up** along the bottom; after which the microphone system will be activated and ready for your use.
2. The Podium Microphone mute can be toggled by pressing the **Mic Mute** button on the left hand side.

#### For Video and Audio Sources

Select the Video source you wish to use with the source buttons on the right hand side.



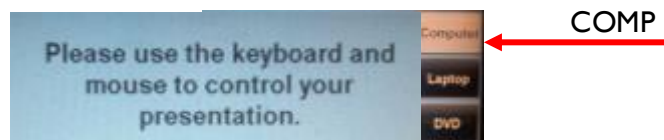
#### For Audio Only Sources

2. Select the **Misc.** button on the right hand side, and press **Advanced Controls** then select the audio source you wish to use from the popup. (**Please note** - There are no touch panel controls for audio only devices if you wish advanced training please contact the [helpdesk@luc.edu](mailto:helpdesk@luc.edu) at x8-4ITS).

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

### To Project an Image from the Computer Workstation:

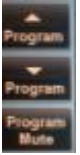
1. Turn on the computer and monitor, if not already on, as you normally would.
2. Press the **COMP** button on the Touch Panel.



3. If you do not see the computer image (**you may have to wait for Projector to warm up ~ 1 min**): After waiting a minute, press **COMP** one more time to see if this brings it up.

### Adjusting Volume:

- To adjust the room program volume press **Program UP/DOWN** buttons on the left side.



### To Login to a Workstation:

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

### To Display a DVD:

- Follow the instructions from "To Display from the Computer Workstation"
- Load DVD into the computer
- Play via Windows Media Player

### To Use your Laptop Computer in the Classroom:

- Connect the laptop's VGA cable to the **Podium Laptop Cables**, which can be found on the podium workspace.



Podium Laptop Cables

- On the **Touch Panel**, press the **Laptop** button.
- 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** source button.

### Please Power Down the Projector Before You Leave the Room

#### System Shutdown:

- Using the Touch Panel, press the **POWER** button, and then press **YES**.
- To continue to use the system with Microphones or an audio source only select **Audio Only Mode**

