

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 Blu-ray and 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 Video and Audio Sources

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



For Audio Only Sources

Select the **Blank** hard button on the right hand side, and 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 at x8-4ITS).

Please note – If the system is not powered down properly you may have to shutdown 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.

To Login to a Workstation:

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.

Adjusting Volume:

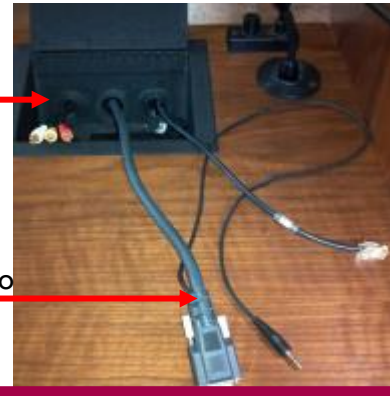
To adjust the volume, use the **Volume UP/DOWN** hard buttons on the left side.

To Use Your Laptop Computer:

1. Connect the laptop's **VGA** output and **audio** port to the **Laptop** and **Audio** cable in the **Cable Box**.
2. On the **Touch Panel**, press the **Laptop** hard 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** hard button and press the location on the diagram your laptop is plugged into.

Cable Box

Laptop and Audio
Cable



To Display a DVD:

1. Follow the instructions from "To Display from the Computer Workstation"
2. Load DVD into the computer
3. Play via Windows Media Player

To Project a Blu-ray Video:

1. On the **Touch Panel**, press **Blu-ray** from the Source Select Page.
2. Insert your Tape or Disc, and press play via the Touch Panel.
3. If you do not see the **Blu-ray**, you may need to re-select DVD/VCR.

***Note:** The Blu-ray player is located in the AV Closet, please request access through the Helpdesk at x8-4487.

Using the Audio Only System:

1. Optional Step: If using a video source, select your video source as described above prior to continuing.
2. Prepare your audio source (insert CD, connect iPod/MP3 player).
3. On the **Touch Panel**, press **Audio Only** hard button.
4. Select which Audio source you wish to listen to. ***Note:** this will over-ride any previous audio selection.
5. If you do not hear your new audio source, please check your connections/media, and re-select Audio Only – your Audio Source.

Please Power Down the Projector Before You Leave the Room

System Complete Shutdown:

Using the Touch Panel, press the **POWER** hard button, and then press **YES, Complete Shutdown**. This will power off the monitors and the speakers.