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 Microphones; and 4) Rear Equipment Rack housing the CD Player and DVD/VHS player.

To Activate System:

1. Make sure the “Main Power” switch is “ON”, which is in the upper right hand corner of the Rear Equipment Rack located in the kitchen area in the north east corner of the room.

2. Locate the Touch Panel on the Podium and press the darkened screen. It should light up and you will see Welcome to … Loyola Page, press East (Lakeside) or South *(opposite Elevator Lobby) depending on the podium location. The system is now active.

*Note: To request the Podium in a specific location please contact the ITS Help Desk at x8-4ITS prior to your event.

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 Turn on the Data Projector:

After selecting which source you want to use on the Touch Panel, a projector configuration page will come up. Select the projectors you wish to use and press Activate System. 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 COMP button on the Touch Panel and the appropriate Projector Configuration.
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 and reselect projectors one more time to see if this brings it up.

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.
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.

To Project a DVD or VHS Video:

1. On the Touch Panel, press DVD or VCR from the Source Select and the appropriate Projector Configuration.
2. Insert your Tape or Disc to the DVD/VCR player in the Rear Equipment Rack
3. Press play via the Touch Panel.
4. If you do not see DVD or VCR you may need to re-select DVD or VCR.

To Use your Laptop Computer in the Multi-Purpose Room:

1. Connect the laptop’s VGA output and audio ports to the LAPTOP Cable atop the podium.
2. On the Touch Panel, press the COMP 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 COMP from the Source Select bar.
4. Press the Power button and then press YES.

Mics and Audio Only Playback

**Mics**

1. The room mics can be used at any time, after selecting your Podium Location.
2. The Mic hard button allows for muting and un-muting of all mics
3. The Lectern Mute soft button allows for toggling the mute for the lectern mics only.

**Audio Only**

1. Press the MISC source button and select the audio source you wish to use.
2. Press Play and control your music from the selected device
3. Adjust Volume via Volume Up/Down hard buttons on the left side of the Touch Panel

Please Power Down the Projector Before You Leave the Room

System Shutdown:

Using the Touch Panel, press the POWER hard button, and then press YES.

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