Operating Instructions for Electronic Multi-Purpose Room: Mundelein Center Cardinal Suite

The Electronic Multi-Purpose Room (MPR) consists of 5 basic units: 1) Data Projector 2) Computer; 3) Crestron AV Switcher i.e. Touch Panel 4) Podium Equipment Rack which has the Bluray/DVD and Computer

To Activate System:
Locate the Touch Panel and press the darkened screen. It should light up and you will see Welcome to … Loyola Page, press anywhere to Source Select Page. The system is now active.

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, the screen will come lower and 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): After waiting a minute, press PC 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.

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.
Adjusting Volume:
To adjust the volume **Volume UP/DOWN** hard buttons on the left side.

To Project a Bluray or DVD Video:
1. On the **Touch Panel**, press **Bluray** or **DVD** from the Source Select Bar.
2. Insert your Tape or Disc to the Bluray/DVD player in the Podium Equipment Rack.
3. Press play via the Touch Panel.
4. If you do not see **Bluray/DVD** you may need to re-select Bluray or DVD.

To Use your Laptop Computer in the Conference Room:
1. Connect the laptop’s VGA output and audio ports to the LAPTOP inputs on the Auxiliary Plate to the right of the Touch Panel on the Podium.
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 bar.

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**.