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

The Electronic Multi-Purpose Room (MPR) consists of these basic units: 1) Data Projector; 2) Computer; 3) Touch Panel; and 4) Podium Equipment Rack includes: Auxiliary Power, Auxiliary Plate and Cables, VCR/Blu-ray deck, Computer

To Activate System:

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

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 Audio Only 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 shut down the system first. (Explained below; see System Shutdown)

To Display 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): Press COMP once more.

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 Log in 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 Display a Blu-ray/DVD:
2. Insert your disc, and press play via the Touch Panel.
3. If you do not see the image of the disc, you may need to reselect Blu-ray/DVD on the Touch Panel.

To Display from your Laptop:
1. Using the VGA with audio cables provided to you, connect your laptop.
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 System Before You Leave the Room

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

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