Operating Instructions for Electronic Multi-Purpose Room: Corboy Law Center Kasbeeer Hall

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, DVD, and a Microphone; and 4) **Rear Equipment Rack** housing Wireless Microphones.

**To Activate System:**

1. 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**

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

**For Audio Only Sources**

3. Select the **MISC** hard button on the right hand side, and then select the audio source you wish to use from the popup. ()

*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.

**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.

For immediate assistance, please call ext. 8-4ITS
Hours of Operation: M-F 7:30am-10pm Sat 8am-5pm Sun Closed
**Please note that support hours are subject to change without formal posting.**
To Use Your Laptop Computer:

1. Connect the laptop’s VGA or HDMI 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.

To Project a Blu-ray Video:

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.

Dual Screen Instructions:

2. From the Wall mode option, select Dual (2x2).
3. Select the West or East monitors.

MIC Volume and Mutes:

2. To adjust the volume, use UP/DOWN buttons on the screen.
3. To MUTE all microphones, select Mute option from the screen.

Using the Audio Only System:

1. Prepare your audio source (insert CD, connect iPod/MP3 player).
2. On the Touch Panel, MISC hard button on the right hand side.
3. Select which Audio source you wish to listen to. *Note: this will over-ride any previous audio selection.
4. 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.

Auto System Shutdown Time Adjust: Using the Touch Panel, press the DISPLAY OPTIONS hard button, and adjust the time if the event last more than 4 hours.

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